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**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**RESCHEDULED MEETING NOTICE  
FOR REGULAR MEETING OF  
\*WEDNESDAY, JANUARY 21, 2009, 5:00 P.M.**

**Department of the Environment, 11 Grove Street, Eco-Center  
San Francisco, CA 94102**

The **\*WEDNESDAY, JANUARY 21, 2009, 5:00 p.m.** regularly scheduled meeting of the Commission on the Environment's Operations Committee has been **RESCHEDULED to WEDNESDAY, FEBRUARY 4, 2009, at 5:00 p.m.** The meeting will be held at the Department of the Environment, Eco-Center, 11 Grove Street, San Francisco, CA 94102. An agenda will be provided 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) if you would like to be placed on the agenda list or for additional information. An agenda may also be accessed on the Operations Committee website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007).

Posted: January 2, 2009

2009-01-02 10:10

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CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE

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\*NOTICE OF RESCHEDULED MEETING AND AGENDA  
Wednesday, February 4, 2009, 5:00 P.M.  
Department of the Environment Eco-Center  
11 Grove Street  
San Francisco, CA 94102

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\*The Wednesday, January 21, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee has been RESCHEDULED to Wednesday, February 4, 2009 at 5:00 p.m.

COMMITTEE MEMBERS: Commissioners Darian Rodriguez Heyman (Chair), Paul Pelosi, Jr., and Matt Tuchow

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the October 14, 2008 Operations Committee Rescheduled Meeting.**  
(Explanatory Document: October 14, 2008 Draft Minutes [http://sfgov.org/site/sfenvironment\\_page.asp?id=91604](http://sfgov.org/site/sfenvironment_page.asp?id=91604))  
(Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Overview of Fundraising Efforts for October – December 2008.** Speaker: Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion)
5. **Update on the Department Budget Process for Fiscal Year 2009-10.** (Informational Report and Discussion)
6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment.**

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Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, April 15, 2009 at 5:00 p.m. and will be held at City Hall, Room 421.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007) as links to the agenda or meeting minutes (by item).

### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.



**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*RESCHEDULED MEETING  
DRAFT MINUTES**

**Wednesday, February 4, 2009, 5:00 P.M.  
Department of the Environment  
11 Grove Street, Eco Center  
San Francisco, CA 94102**

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**\*The Wednesday, January 21, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee has been RESCHEDULED to Wednesday, February 4, 2009 at 5:00 p.m.**

COMMITTEE MEMBERS: Commissioners Rodriguez Heyman (Chair); Paul Pelosi Jr. and Matt Tuchow

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:08 p.m. Present: Chair Rodriguez Heyman and Commissioner Tuchow. Excused: Commissioner Pelosi Jr.
- 2. Approval of Minutes of the October 14, 2008 Operations Committee Rescheduled Meeting.** (Discussion and Action) (Explanatory Document: October 14, 2008 Approved Minutes [http://sfgov.org/site/sfenvironment\\_page.asp?id=91604](http://sfgov.org/site/sfenvironment_page.asp?id=91604)) Upon Motion by Commissioner Rodriguez Heyman and second by Commissioner Tuchow, the October 14, 2008 Meeting Minutes were approved as written.
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Overview of Fundraising Efforts for October – December 2008.** (Informational Report and Discussion) (Explanatory Document Received in Committee Meeting: [Grants Status List](http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/GrantsStatus.pdf) (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/GrantsStatus.pdf>)

Acting Director Assmann distributed a list of grants that were either obtained in the last quarter or are being applied for. It was explained that due to the economic situation at this time, the focus on fundraising efforts is more toward government agencies than foundations. Ms. Rosenmoss is also watching the Economic Stimulus Package to identify funding opportunities for energy efficiency and transportation projects. It was explained that the stimulus money would most likely be routed through established channels; e.g., the Department of Energy would receive funding for energy programs, and the Department would work through the Department of Energy on energy-efficiency projects for San Francisco.

Commissioners at a previous Committee meeting had asked for a list of grantees that assistance was needed to secure funding. Acting Director Assmann suggested that Commissioners could contact SeaChange Foundation that funds renewable energy projects or assist in securing funding for the Eco Center renovation project as all funding other than grants have been taken away from this project. Mr.

Assmann provided a description of which organizations and projects grant applications were submitted for. Acting Director Assmann explained that there are blanks in the category of "Granted" for amount not yet granted from several funders that indicates we are waiting for a response, but does not know if assistance is required in those areas.

Commissioner Rodriguez Heyman requested that the list be separated into three categories (1) top category—what are the outstanding grant-requests that help is needed on; (2) next—list groups that have been identified as possible funders, but a proposal has not been submitted for; and (3) include a separate category for specific funding requests, e.g., the Eco Center. Aside from those three categories, to add a separate category for proposals submitted and accepted and another separate category for proposals submitted and denied. This format would help achieve at first glance where assistance is needed. Commissioner Rodriguez Heyman asked that Acting Director Assmann or Ms. Fish consult with Ms. Rosenmoss on whether she would need assistance with contacting Surdna Foundation, San Francisco Foundation, and Kaiser and to provide a finite list, if available, on who could fund the Eco Center so the Commissioners could assist in this effort.

**5. Update on the Department Budget Process for Fiscal Year 2009-10.** (Explanatory Document Received in Committee: Fiscal Year 2009-10 Budget: Fiscal Year 2009-10 Budget (Excel)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/20092010BudgetSummaryStaticCommission.xls> (Informational Report and Discussion)

Acting Director Assmann presented a revised budget from the one submitted to the Commission on January 27 that included items that had been previously approved through the accept-and-expend process. Mr. Assmann reported that there are two ways to have the budget approved, one is through the annual budget process and the other is through the accept and expend process, so if a Department receives a grant mid-year, they can request approval from the Board of Supervisors at that moment and not wait until the next budget cycle.

Acting Director Assmann presented an overview of the budget sheets. It was explained that the Department's program summary budget sheet shows the source of funding, expenses, and any increases and decreases from previous fiscal years. The source of funding for program areas was explained as follows:

- Energy is from the Energy Watch program, the Public Utilities Commission, and the Department of Building Inspection (DBI).
- Clean Air is almost entirely grant funded with the exception of funding that is received from departments to administer the commuter benefit program.
- Recycling is predominantly impound-funded with the exception of funding that is received from Department of Conservation grants. A discussion was held on the Recycling program's allocation of funds to City department diversion programs.
- Toxics Reduction is from a combination of the Impound Account, grants, and from other departments.
- Green Building funding is from DBI, San Francisco Public Utilities Commission (SFPUC), the Impound Account, and the Treasure Island Development Authority for the latest building projects.
- Outreach program is all grant funded.
- Environmental Justice is operating from a \$13 million appropriation and grants received. This area is a priority for grants because the \$13 million appropriation should be spent in the next two years.



- Administration is funded on a full time employee basis.
- Urban Forest funding is all from other departments that have responsibility for trees. Concern with continued funding by other departments was reported given the current budget situation. Applications for funding have been applied for. Commissioner Rodriguez Heyman recommended a potential partnership with Friends of the Urban Forest. Mr. Assmann reported that City legislation requires that the Department of the Environment coordinate the program, but that other partnership options could be explored. Mr. Assmann reported that there has been discussion around having all work surrounding trees be allocated to one department.

Acting Director Assmann reported on the Department's Budget Summary Sheet. It was explained that categories include a budget summary of expenses for the whole department; new grants that the Department would be getting approval for as part of the budget process; grants previously approved through the accept and expend process; work orders from other City departments; the Impound Account, and the Department's revenue sources. The additional budget sheets show the detail on the Impound Account, Work Orders, Grants, and Grants previously approved through the accept and expend process.

Commissioner Rodriguez Heyman inquired about the areas that staff could use support from the Commissioners. Acting Director Assmann reported that assistance could be rendered in the fundraising process, e.g., Urban Forest area or in the political process that he would provide information on if it becomes necessary. Commissioner Tuchow inquired about the budget process as explained in the following paragraph.

Acting Director Assmann reported on pending information that includes (1) final benefit numbers; (2) a response from other City departments on their funding allocations; and (3) negotiations with Unions regarding a possible replacement of the 3 ½ % salary increase with time off, and potential impact to the Energy Watch program. This information has to be finalized before February 20<sup>th</sup> when the budget is submitted to the Mayor's Office. The Mayor's Office Budget Analyst then works on balancing the budget and negotiates with Departments on changes. An update would be provided to the Operations Committee after discussions with the Mayor's Office. The budget is then submitted to the Board of Supervisors. The Board of Supervisors Budget Analyst analyzes budgets and makes cuts in late April. Then, the Board of Supervisors Budget Committee holds hearings which are followed by the full Board in May for Enterprise Departments, which the Department is part of. Changes are usually made at the Committee level.

Public Comment: Ms. Wuerfel (1) requested that every budget document include a date it was prepared; (2) stated that there is a proposed \$788,000 to be transferred from the Impound Account allocated to other City department programs, not just \$600,000, because of the transfer to DPW-street-cleaning. DPW already receives over \$1 million directly from the Impound account that was negotiated through the garbage rate process. It was recommended that any money spent from the Impound Account under this mandate be described in work orders that clearly specify what the money would be used for, so these funds would be returned to the Department in the future and not be a continued raid on Department funds; (3) inquired how the Office of Contract Administration is going to use the \$120,000 that the Department has allocated. Commissioner Rodriguez Heyman stated that having an agreement with the Mayor's Office is equally important as with City departments; (4) concerned about matching numbers for funding Administration costs from the Impound, General Fund, and Grants accounts; (5) clarified Mr. Assmann's comments at the October meeting that discussed first quarter under spending of anticipated revenues and that it would be expected that by the fourth quarter all targets would be spent. Acting Director Assmann reported that his comments reflected the situation before the budget crisis, and that the Department would

be under-spent by the end of this fiscal year; (6) recommended requesting funding for the Department's work on the Bayview Hunters Point Redevelopment project as was received from TIDA on their development project; (7) discussed her concern with the appearance of "money laundering" where the Department is receiving money from City Departments but giving it back to them through Impound account transfers, e.g., Port, DPW, Recreation and Park. Acting Director Assmann reported that the Department is paying rent for the Port for a reuse facility for building resources, for their responsibility for trees, and Integrated Pest Management work. Funding is also allocated to the Recreation and Park Department and DPW for their work on trees. Mr. Salem, Budget Manager, stated that it is important from an accounting aspect to show all transactions separately to keep track of what has transpired. Commissioner Rodriguez Heyman recommended that an appendix be added that lists all payees that are also payers.

#### **6. New Business/Future Agenda Items. (Discussion)**

Future agenda item requests included:

1. Fundraising update by Ms. Rosenmoss. Commissioner Rodriguez Heyman requested that it be conveyed to Ms. Rosenmoss that the intention behind this presentation is not just an update but to present to the Commissioners information they need so they can help the Department in their fundraising efforts. It was explained that the Commission's most important role should be to advance the work and mission of the Department rather than just receiving reports;
2. Commissioner Rodriguez Heyman requested an update on the budget that does not include as many details, e.g. process update, what changed, issues, challenges, and how Commissioners can help. Commissioner Tuchow stated that it would be important to see the budget in detail because it is the responsibility of the Commission to approve the budget and to see and understand variations;
3. Eco Center discussion by Ms. Rosenmoss and possibly attendance by UC Davis participants who designed and planned for the Eco Center. Commissioner Rodriguez Heyman recommended inviting potential funders of the Eco Center and suggested following up with Ms. Rosenmoss to provide a list of funders or template email that Commissioners could send to potential funders;
4. Department Website revisions by Mr. Grodeska. It was explained that there are facsimile projects being worked on and funded by others that have benefits for the Department, e.g. Green Cities California received outside funding for a Best Practices website which should be up and running by April. A presentation could be given on Eco Map, which is an enhanced version of Solar Map;
5. Landfill search process for a new contract in 2015. Discussion on how the rate process relates to the Commission.

Commissioner Rodriguez Heyman reported that he would not be available for the next Operations Committee meeting scheduled for April 15. Ms. Fish announced that the April and October meetings would be held at City Hall, Room 421.

Public Comment: Ms. Wuerfel requested a discussion on the impact of the mandatory recycling ordinance on the future of the rate process as soon as possible. Commissioner Rodriguez Heyman recommended that this item be heard at the Commission or Policy Committee. Ms. Wuerfel stated that there would be budgetary impacts as a result of this ordinance that would affect Norcal, the landfill and landfill contract. It



was explained that the sooner the issues of the rate setting process have been identified, understanding the financial, political, and outreach impact could be achieved. Ms. Wuerfel stated that this issue is a Policy Committee issue as well as Operations. Commissioner Tuchow recommended a discussion on the rate process and how it relates to the Commission.

7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

8. **Adjournment.** The Operations Committee meeting adjourned at 6:15 p.m.

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Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

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\*Approved:





**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*RESCHEDULED MEETING  
APPROVED MINUTES**

**Wednesday, February 4, 2009, 5:00 P.M.**

**Department of the Environment**

**11 Grove Street, Eco Center**

**San Francisco, CA 94102**

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4. **Overview of Fundraising Efforts for October – December 2008.** (Informational Report and Discussion)  
(Explanatory Document Received in Committee Meeting: Grants Status List (PDF)  
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Commissioner Rodriguez Heyman inquired about the areas that staff could use support from the Commissioners. Acting Director Assmann reported that assistance could be rendered in the fundraising process, e.g., Urban Forest area or in the political process that he would provide information on if it becomes necessary. Commissioner Tuchow inquired about the budget process as explained in the following paragraph.

Acting Director Assmann reported on pending information that includes (1) final benefit numbers; (2) a response from other City departments on their funding allocations; and (3) negotiations with Unions regarding a possible replacement of the 3 ½ % salary increase with time off, and potential impact to the Energy Watch program. This information has to be finalized before February 20<sup>th</sup> when the budget is submitted to the Mayor's Office. The Mayor's Office Budget Analyst then works on balancing the budget and negotiates with Departments on changes. An update would be provided to the Operations Committee after discussions with the Mayor's Office. The budget is then submitted to the Board of Supervisors. The Board of Supervisors Budget Analyst analyzes budgets and makes cuts in late April. Then, the Board of Supervisors Budget Committee holds hearings which are followed by the full Board in May for Enterprise Departments, which the Department is part of. Changes are usually made at the Committee level.

Public Comment: Ms. Wuerfel (1) requested that every budget document include a date it was prepared; (2) stated that there is a proposed \$788,000 to be transferred from the Impound Account allocated to other City department programs, not just \$600,000, because of the transfer to DPW-street-cleaning. DPW already receives over \$1 million directly from the Impound account that was negotiated through the garbage rate process. It was recommended that any money spent from the Impound Account under this mandate be described in work orders that clearly specify what the money would be used for, so these funds would be returned to the Department in the future and not be a continued raid on Department funds; (3) inquired how the Office of Contract Administration is going to use the \$120,000 that the Department has allocated. Commissioner Rodriguez Heyman stated that having an agreement with the Mayor's Office is equally important as with City departments; (4) concerned about matching numbers for funding Administration costs from the Impound, General Fund, and Grants accounts; (5) clarified Mr. Assmann's comments at the October meeting that discussed first quarter under spending of anticipated revenues and that it would be expected that by the fourth quarter all targets would be spent. Acting Director Assmann reported that his comments reflected the situation before the budget crisis, and that the Department would

be under-spent by the end of this fiscal year; (6) recommended requesting funding for the Department's work on the Bayview Hunters Point Redevelopment project as was received from TIDA on their development project; (7) discussed her concern with the appearance of "money laundering" where the Department is receiving money from City Departments but giving it back to them through Impound account transfers, e.g., Port, DPW, Recreation and Park. Acting Director Assmann reported that the Department is paying rent for the Port for a reuse facility for building resources, for their responsibility for trees, and Integrated Pest Management work. Funding is also allocated to the Recreation and Park Department and DPW for their work on trees. Mr. Salem, Budget Manager, stated that it is important from an accounting aspect to show all transactions separately to keep track of what has transpired. Commissioner Rodriguez Heyman recommended that an appendix be added that lists all payees that are also payers.

#### **6. New Business/Future Agenda Items. (Discussion)**

Future agenda item requests included:

1. Fundraising update by Ms. Rosenmoss. Commissioner Rodriguez Heyman requested that it be conveyed to Ms. Rosenmoss that the intention behind this presentation is not just an update but to present to the Commissioners information they need so they can help the Department in their fundraising efforts. It was explained that the Commission's most important role should be to advance the work and mission of the Department rather than just receiving reports;
2. Commissioner Rodriguez Heyman requested an update on the budget that does not include as many details, e.g. process update, what changed, issues, challenges, and how Commissioners can help. Commissioner Tuchow stated that it would be important to see the budget in detail because it is the responsibility of the Commission to approve the budget and to see and understand variations;
3. Eco Center discussion by Ms. Rosenmoss and possibly attendance by UC Davis participants who designed and planned for the Eco Center. Commissioner Rodriguez Heyman recommended inviting potential funders of the Eco Center and suggested following up with Ms. Rosenmoss to provide a list of funders or template email that Commissioners could send to potential funders;
4. Department Website revisions by Mr. Grodeska. It was explained that there are facsimile projects being worked on and funded by others that have benefits for the Department, e.g. Green Cities California received outside funding for a Best Practices website which should be up and running by April. A presentation could be given on Eco Map, which is an enhanced version of Solar Map;
5. Landfill search process for a new contract in 2015. Discussion on how the rate process relates to the Commission.

Commissioner Rodriguez Heyman reported that he would not be available for the next Operations Committee meeting scheduled for April 15. Ms. Fish announced that the April and October meetings would be held at City Hall, Room 421.

Public Comment: Ms. Wuerfel requested a discussion on the impact of the mandatory recycling ordinance on the future of the rate process as soon as possible. Commissioner Rodriguez Heyman recommended that this item be heard at the Commission or Policy Committee. Ms. Wuerfel stated that there would be budgetary impacts as a result of this ordinance that would affect Norcal, the landfill and landfill contract. It



was explained that the sooner the issues of the rate setting process have been identified, understanding the financial, political, and outreach impact could be achieved. Ms. Wuerfel stated that this issue is a Policy Committee issue as well as Operations. Commissioner Tuchow recommended a discussion on the rate process and how it relates to the Commission.

7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
  8. **Adjournment.** The Operations Committee meeting adjourned at 6:15 p.m.
- 

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved: April 15, 2009





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**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**RESCHEDULED MEETING NOTICE  
FOR REGULAR MEETING OF  
WEDNESDAY, APRIL 15, 2009, 5:00 P.M.**

The **WEDNESDAY, APRIL 15, 2009, 5:00 p.m.** regularly scheduled meeting of the Commission on the Environment's Operations Committee that regularly meets at the Department of the Environment's Eco Center at 11 Grove Street has been **RESCHEDULED to meet at CITY HALL, ROOM 421, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 at the same date and time.** An agenda will be provided 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) if you would like to be placed on the agenda list or for additional information. An agenda may also be accessed on the Operations Committee website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007).

Posted: March 26, 2009

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**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**\*NOTICE OF RESCHEDULED MEETING AND AGENDA**

**Wednesday, April 15, 2009, 5:00 P.M.**

**\*City Hall, Room 421**

**1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102**

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**\*The Wednesday, April 15, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee regularly held at the Department of the Environment Eco-Center at 11 Grove Street will be held at City Hall, Room 421.**

**COMMITTEE MEMBERS:** Commissioners Matt Tuchow (Chair), Darian Rodriguez Heyman, Paul Pelosi, Jr.

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the February 4, 2009 Operations Committee Rescheduled Meeting.**  
(Explanatory Document: February 4, 2009 Draft Minutes  
[http://sfgov.org/site/sfenvironment\\_page.asp?id=99356](http://sfgov.org/site/sfenvironment_page.asp?id=99356)) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. San Francisco Public Library Collaborative Effort with the Department of the Environment.**  
Speaker: Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion)
- 5. Update on the Department of the Environment's Fundraising Efforts and Budget for Fiscal Year 2009-10.** Speakers: Acting Director David Assmann and Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion)
- 6. Update on the Department of the Environment's Eco-Center Remodeling Project.** Speaker: Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion)
- 7. Green Cities Best Practices Website.** Speaker: Acting Director David Assmann (Informational Report and Discussion)
- 8. New Business/Future Agenda Items.** (Discussion)
- 9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 10. Adjournment.**

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Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, July 15, 2009 at 5:00 p.m., at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007) as links to the agenda or meeting minutes (by item).

### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.



**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*RESCHEDULED MEETING  
DRAFT MINUTES**

**Wednesday, April 15, 2009, 5:00 P.M.  
Department of the Environment  
City Hall, Room 421  
San Francisco, CA 94102**

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**\*The Wednesday, April 15, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee that regularly meets at the Department of the Environment, 11 Grove Street, was rescheduled to meet at City Hall, Room 421.**

COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Darian Rodriguez Heyman and Paul Pelosi Jr.

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:18 p.m.  
Present: Commissioners Tuchow and Pelosi Jr.; Excused: Commissioner Rodriguez Heyman.
- 2. Approval of Minutes of the February 4, 2009 Operations Committee Rescheduled Meeting.** Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Tuchow, the February 4, 2009 Meeting Minutes were approved without objection (Absent: Commissioner Rodriguez Heyman) (Explanatory Document: February 4, 2009 Approved Minutes [http://sfgov.org/site/sfenvironment\\_page.asp?id=99356](http://sfgov.org/site/sfenvironment_page.asp?id=99356)) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. San Francisco Public Library Collaborative Effort with the Department of the Environment.**  
Speaker: Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion) (Explanatory Document: Green Stacks Program Presentation (ppt)  
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/LibraryPresentation.ppt>).

Ms. Rosenmoss reported that for approximately eighteen months, the San Francisco Department of the Environment has been in collaboration with all San Francisco branch libraries on the Green Stacks program, a program that will incorporate the Department's environmental programs with library facilities operations and maintenance, BLIP new facilities, programming, collections, bookmobile, and staff trainings. The Department is working on behavior change and there is no other entity in San Francisco that has access to this many San Franciscans. Ms. Rosenmoss discussed San Francisco Public Library statistics as it refers to number of annual visitors to the main library and branches, number of library cards, number of library branches, and number of library staff that reflect the City's multi-cultural and multi-lingual population.



Ms. Rosenmoss reported that the Department's green building team is working with the library on new facilities being built, the toxics reduction and zero waste team are working with operations and maintenance, and collaborative programming is in process around environmental issues and to educate branch librarians on environmental topics. For facilities, a lot of work is being done on energy efficiency, photovoltaic, moving all branches to zero waste, promoting biking and new branch bike parking, establishing a "GreenSpot", where there is education material, a screen, hands-on exhibits, and material that will make people aware of environmental programming and campaigns going on in San Francisco. Efforts are in progress to create a branch report card showing what the library is doing as it relates to the environment and showing what the individual can be doing in San Francisco.

For programming and collections, there is a Green Stacks website link connecting to the San Francisco Public Library website that contains a green highlights area, a green list of green resources (books, cd's dvd's). There will be speakers, exhibits, events, and other kinds of hands-on activities. If you look at the website on any given day, there is an environmental event going on in the library. There is a summer reading program that will have a green theme so people will read and absorb information. The organizing themes for this year have been Food and Agriculture, Big Green Moments, Livable Cities, and Living your Greenest Life. Ms. Rosenmoss explained that the Stegner Center is the environmental center for the Library and has a big role in this collaboration. Ms. Rosenmoss reported that there is a biodiesel bookmobile that will be implemented, and the library will have access to a plug in hybrid Prius. The bookmobile will provide education and outreach that will help the Department in their neighborhood program campaigns. The programming collection crosses all different areas of service, e.g., teens, children, adult services.

Commissioner Tuchow inquired whether the Library is doing book recycling. Ms. Rosenmoss stated that the Main Library has the book bay where people can drop off their books for the library to sell, and once a month there is a big sidewalk sale. The proceeds benefit the San Francisco Friends of the Public Library. Commissioner Tuchow inquired whether you can drop off books at all the branches for reuse. Ms. Rosenmoss reported that she would report back after researching this question. Ms. Rosenmoss stated that the Friends of the Public Library is also a collaborator with the Department in providing an honorarium for speakers for discussions open to the public at no charge.

**5. Update on the Department of the Environment's Fundraising Efforts and Budget for Fiscal Year 2009-10.** Speakers: Acting Director David Assmann and Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion). (Explanatory Document: Fiscal Year 2009-10 Budget Update (pdf) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/BudgetUpdateFY09-10.pdf>)

Ms. Rosenmoss reported that it is now government fundraising and grant-writing season and reported on current efforts that include current and future grant proposals to (1) Environmental Protection Agency (EPA) for a regional grant for green building, national grant for Integrated Pest Management and prevention; regional pollution prevention, and diesel mitigation. Department of Energy grant submissions include: (1) Clean Cities Mitigation to work with the Community College to extend the biodiesel program; (2) energy efficiency funds--applied under the Green Cities program for outreach and education around alternative fuels; (3) research funding for wave and tidal power in partnership with Sonoma County; and (4) funding just received to fund part of one of the Department's Clean Air Coordinator positions.

Ms. Rosenmoss reported that applications will also be submitted to (1) the United States Department of Agriculture (USDA) for the Farmers Market and a greening project; (2) Department of Conservation for

recycling and outreach efforts; and (3) Air Resources Board for Carl Moyer funding for diesel retrofits. Ms. Rosenmoss stated that there will be a \$15,000 grant received from San Francisco Foundation for urban forest work to connect people who have fruit trees in their yard with volunteers who will glean the fruit and transfer it to food-banks and pantries around the city.

Commissioner Tuchow inquired about funding for urban forestry in general. Ms. Rosenmoss stated that an application was submitted to the U.S. Department of Forestry for a tree mapping project that was partially funded by Auto Desk two years ago, but was turned down. It was explained that funding for urban forest work is difficult to attain because most funding is for tree planting, and not for the Department's work with coordination and operations.

Acting Director Assmann presented an overview on changes that were made to the Fiscal Year 2009-10 budget since the last presentation to the Operations Committee in February. It was explained that the biggest change is to the Impound Account that includes an increase to services of other departments. The Mayor's Office has asked the Department to support other general fund departments for their diversion projects in order to take the pressure off part of the general fund. As a result, the Department had to cut the professional services, grants, and materials and supplies budget. In addition, some of the funding that was expected to be received for the urban forest program was not received, and part of the Urban Forestry Coordinator's staff time was diverted to environmental justice projects. That is a temporary solution as that time was from allocated from an employee on maternity leave. Otherwise the budget is the same as what was presented in the past.

Acting Director Assmann reported that originally the Department was scheduled to be heard at the Board of Supervisors meeting along with enterprise departments, but will now be scheduled with general fund departments. Commissioner Pelosi Jr. inquired about the increase in the budget figures. Acting Director Assmann explained that the budget has increased mainly because of additional funding received from the Energy Watch program, and that three positions were added to that program.

**6. Update on the Department of the Environment's Eco-Center Remodeling Project.** Speaker: Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion)

Ms. Rosenmoss reported that she is finishing up a contract amendment with Asian Neighborhood Design, and as soon as that contract amendment is in place, the build-out and some of the main work will start. It was explained that the budget was cut for this particular project, so a lot of display fabrication is on hold until additional fund raising is completed.

**7. Green Cities Best Practices Website.** Speaker: Acting Director David Assmann (Informational Report and Discussion). (Explanatory Document: Website template (pdf)  
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/GreenCitiesBestPracticesWebsite.pdf>)

Acting Director Assmann reported that the Green Cities meets with all jurisdictions in the state twice a year, once in Northern California and once in Southern California. One of the exciting projects in process is a website template that shows best practices of all these cities (see explanatory document). It will be something that anyone from any jurisdiction can download to access work of other cities that have environmental practices. A lot of the Department's practices will be added to the website once it is up and running and will focus on the areas that correspond to the Urban Environmental Accords on energy, waste reduction, transportation, environmental health, urban design, urban nature, and water. Information will



include a description, a copy of the ordinance, legal issues, and implementation process. For example, anyone who wants to access the green building ordinance for California can go to this website and download the documentation and use it in their jurisdiction. The data is going to be modifiable so the template can be altered to fit that particular jurisdiction's needs and can be taken to that particular City Council or Board of Supervisors for adoption. The intent is to share work that is being done with each other because so many cities duplicate efforts in putting together ordinances, and there is no place that people can easily access this material. It is available free of charge to any jurisdiction and will be initially primarily aimed at California cities, but can be used by cities across the country.

Acting Director Assmann reported that grant funding was received from two different foundations to set up this website, and it is projected to go live by June. Commissioner Tuchow inquired whether the website is open to the public, and Acting Director Assmann confirmed that it would be. It was explained that the intent is that it is for local government to use, but a city activist could also access data, e.g., if you are in a city that does not have a plastic bag ordinance for example, you can access a plastic bag ordinance at this site, go to your city council and request adoption. Commissioner Pelosi Jr. inquired who would be responsible for website implementation. Acting Director Assmann reported that Green Cities would be responsible for implementing the website, has a firm on contract who will do the design work, and then there will be a part time person responsible for maintaining the website. The individual cities are responsible for getting in their best practices. The Department has submitted three best practices (green building, environmental preferable purchasing, and energy efficiency) and will be submitting many more.

8. **New Business/Future Agenda Items.** (Discussion) There was no new business or future agenda items discussed at this time.
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Mr. Scott Raymond, Finelite, Union City, reported that Finelight does work with energy efficient light fixtures—indoor LED task and fluorescent. Acting Director Assmann recommended that Mr. Raymond contact the Department's energy efficiency staff.

10. **Adjournment.** The Operations Committee meeting adjourned at 5:43 p.m.

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Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved:

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*RESCHEDULED MEETING  
APPROVED MINUTES**

**Wednesday, April 15, 2009, 5:00 P.M.  
Department of the Environment  
City Hall, Room 421  
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Darian Rodriguez Heyman and Paul Pelosi Jr.

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<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/LibraryPresentation.ppt>).

Ms. Rosenmoss reported that for approximately eighteen months, the San Francisco Department of the Environment has been in collaboration with all San Francisco branch libraries on the Green Stacks program, a program that will incorporate the Department's environmental programs with library facilities operations and maintenance, BLIP new facilities, programming, collections, bookmobile, and staff trainings. The Department is working on behavior change and there is no other entity in San Francisco that has access to this many San Franciscans. Ms. Rosenmoss discussed San Francisco Public Library statistics as it refers to number of annual visitors to the main library and branches, number of library cards, number of library branches, and number of library staff that reflect the City's multi-cultural and multi-lingual population.



Ms. Rosenmoss reported that the Department's green building team is working with the library on new facilities being built, the toxics reduction and zero waste team are working with operations and maintenance, and collaborative programming is in process around environmental issues and to educate branch librarians on environmental topics. For facilities, a lot of work is being done on energy efficiency, photovoltaic, moving all branches to zero waste, promoting biking and new branch bike parking, establishing a "GreenSpot", where there is education material, a screen, hands-on exhibits, and material that will make people aware of environmental programming and campaigns going on in San Francisco. Efforts are in progress to create a branch report card showing what the library is doing as it relates to the environment and showing what the individual can be doing in San Francisco.

For programming and collections, there is a Green Stacks website link connecting to the San Francisco Public Library website that contains a green highlights area, a green list of green resources (books, cd's dvd's). There will be speakers, exhibits, events, and other kinds of hands-on activities. If you look at the website on any given day, there is an environmental event going on in the library. There is a summer reading program that will have a green theme so people will read and absorb information. The organizing themes for this year have been Food and Agriculture, Big Green Moments, Livable Cities, and Living your Greenest Life. Ms. Rosenmoss explained that the Stegner Center is the environmental center for the Library and has a big role in this collaboration. Ms. Rosenmoss reported that there is a biodiesel bookmobile that will be implemented, and the library will have access to a plug in hybrid Prius. The bookmobile will provide education and outreach that will help the Department in their neighborhood program campaigns. The programming collection crosses all different areas of service, e.g., teens, children, adult services.

Commissioner Tuchow inquired whether the Library is doing book recycling. Ms. Rosenmoss stated that the Main Library has the book bay where people can drop off their books for the library to sell, and once a month there is a big sidewalk sale. The proceeds benefit the San Francisco Friends of the Public Library. Commissioner Tuchow inquired whether you can drop off books at all the branches for reuse. Ms. Rosenmoss reported that she would report back after researching this question. Ms. Rosenmoss stated that the Friends of the Public Library is also a collaborator with the Department in providing an honorarium for speakers for discussions open to the public at no charge.

**5. Update on the Department of the Environment's Fundraising Efforts and Budget for Fiscal Year 2009-10.** Speakers: Acting Director David Assmann and Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion). (Explanatory Document: Fiscal Year 2009-10 Budget Update (pdf) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/BudgetUpdateFY09-10.pdf>)

Ms. Rosenmoss reported that it is now government fundraising and grant-writing season and reported on current efforts that include current and future grant proposals to (1) Environmental Protection Agency (EPA) for a regional grant for green building, national grant for Integrated Pest Management and prevention; regional pollution prevention, and diesel mitigation. Department of Energy grant submissions include: (1) Clean Cities Mitigation to work with the Community College to extend the biodiesel program; (2) energy efficiency funds--applied under the Green Cities program for outreach and education around alternative fuels; (3) research funding for wave and tidal power in partnership with Sonoma County; and (4) funding just received to fund part of one of the Department's Clean Air Coordinator positions.

Ms. Rosenmoss reported that applications will also be submitted to (1) the United States Department of Agriculture (USDA) for the Farmers Market and a greening project; (2) Department of Conservation for

recycling and outreach efforts; and (3) Air Resources Board for Carl Moyer funding for diesel retrofits. Ms. Rosenmoss stated that there will be a \$15,000 grant received from San Francisco Foundation for urban forest work to connect people who have fruit trees in their yard with volunteers who will glean the fruit and transfer it to food-banks and pantries around the city.

Commissioner Tuchow inquired about funding for urban forestry in general. Ms. Rosenmoss stated that an application was submitted to the U.S. Department of Forestry for a tree mapping project that was partially funded by Auto Desk two years ago, but was turned down. It was explained that funding for urban forest work is difficult to attain because most funding is for tree planting, and not for the Department's work with coordination and operations.

Acting Director Assmann presented an overview on changes that were made to the Fiscal Year 2009-10 budget since the last presentation to the Operations Committee in February. It was explained that the biggest change is to the Impound Account that includes an increase to services of other departments. The Mayor's Office has asked the Department to support other general fund departments for their diversion projects in order to take the pressure off part of the general fund. As a result, the Department had to cut the professional services, grants, and materials and supplies budget. In addition, some of the funding that was expected to be received for the urban forest program was not received, and part of the Urban Forestry Coordinator's staff time was diverted to environmental justice projects. That is a temporary solution as that time was from allocated from an employee on maternity leave. Otherwise the budget is the same as what was presented in the past.

Acting Director Assmann reported that originally the Department was scheduled to be heard at the Board of Supervisors meeting along with enterprise departments, but will now be scheduled with general fund departments. Commissioner Pelosi Jr. inquired about the increase in the budget figures. Acting Director Assmann explained that the budget has increased mainly because of additional funding received from the Energy Watch program, and that three positions were added to that program.

**6. Update on the Department of the Environment's Eco-Center Remodeling Project.** Speaker: Ms. Shawn Rosenmoss, Manager of Grants and Fundraising (Informational Report and Discussion)

Ms. Rosenmoss reported that she is finishing up a contract amendment with Asian Neighborhood Design, and as soon as that contract amendment is in place, the build-out and some of the main work will start. It was explained that the budget was cut for this particular project, so a lot of display fabrication is on hold until additional fund raising is completed.

**7. Green Cities Best Practices Website.** Speaker: Acting Director David Assmann (Informational Report and Discussion). (Explanatory Document: Website template (pdf)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/GreenCitiesBestPracticesWebsite.pdf>)

Acting Director Assmann reported that the Green Cities meets with all jurisdictions in the state twice a year, once in Northern California and once in Southern California. One of the exciting projects in process is a website template that shows best practices of all these cities (see explanatory document). It will be something that anyone from any jurisdiction can download to access work of other cities that have environmental practices. A lot of the Department's practices will be added to the website once it is up and running and will focus on the areas that correspond to the Urban Environmental Accords on energy, waste reduction, transportation, environmental health, urban design, urban nature, and water. Information will



include a description, a copy of the ordinance, legal issues, and implementation process. For example, anyone who wants to access the green building ordinance for California can go to this website and download the documentation and use it in their jurisdiction. The data is going to be modifiable so the template can be altered to fit that particular jurisdiction's needs and can be taken to that particular City Council or Board of Supervisors for adoption. The intent is to share work that is being done with each other because so many cities duplicate efforts in putting together ordinances, and there is no place that people can easily access this material. It is available free of charge to any jurisdiction and will be initially primarily aimed at California cities, but can be used by cities across the country.

Acting Director Assmann reported that grant funding was received from two different foundations to set up this website, and it is projected to go live by June. Commissioner Tuchow inquired whether the website is open to the public, and Acting Director Assmann confirmed that it would be. It was explained that the intent is that it is for local government to use, but a city activist could also access data, e.g., if you are in a city that does not have a plastic bag ordinance for example, you can access a plastic bag ordinance at this site, go to your city council and request adoption. Commissioner Pelosi Jr. inquired who would be responsible for website implementation. Acting Director Assmann reported that Green Cities would be responsible for implementing the website, has a firm on contract who will do the design work, and then there will be a part time person responsible for maintaining the website. The individual cities are responsible for getting in their best practices. The Department has submitted three best practices (green building, environmental preferable purchasing, and energy efficiency) and will be submitting many more.

8. **New Business/Future Agenda Items.** (Discussion) There was no new business or future agenda items discussed at this time.
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Mr. Scott Raymond, Finelite, Union City, reported that Finelight does work with energy efficient light fixtures—indoor LED task and fluorescent. Acting Director Assmann recommended that Mr. Raymond contact the Department's energy efficiency staff.

10. **Adjournment.** The Operations Committee meeting adjourned at 5:43 p.m.

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Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Monica Fish, Commission Secretary  
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\*Approved: July 15, 2009



CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE

GOVERNMENT  
DOCUMENTS DEPT

\*NOTICE OF RESCHEDULED MEETING AND AGENDA

JUN 30 2009

Wednesday, July 15, 2009, 5:00 P.M.

\*City Hall, Room 034

1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

SAN FRANCISCO  
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\*The Wednesday, July 15, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee regularly held at the Department of the Environment's Ground Floor Conference Room at 11 Grove Street will be held at City Hall, Room 034.

COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Alan Mok, Paul Pelosi, Jr.

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the April 15, 2009 Operations Committee Rescheduled Meeting.** (Explanatory Document: April 15, 2009 Draft Minutes [http://sfgov.org/site/sfenvironment\\_page.asp?id=103356](http://sfgov.org/site/sfenvironment_page.asp?id=103356)) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Report on the Energy Watch Program and Stimulus Package Funding for Energy Block and Competitive Grants.** Speaker: Cal Broomhead, Department of the Environment Energy Manager (Informational Report and Discussion)
5. **Review and Status Update on the Department of the Environment's Budget for Fiscal Year 2009-10 and City and State Funding Allocations.** Speaker: David Assmann, Acting Director, Department of the Environment (Informational Report and Discussion)
6. **Written Report on New Grants Received by the Department of the Environment and Current Grant Applications.** Prepared by: Shawn Rosenmoss, Department of the Environment Manager of Grants and Fundraising (Informational Report and Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, October 21, 2009 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007) as links to the agenda or meeting minutes (by item).

### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.



**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**GOVERNMENT  
DOCUMENTS DEPT**

**\*RESCHEDULED MEETING  
DRAFT MINUTES**

**AUG 05 2009**

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**Wednesday, July 15, 2009, 5:00 P.M.  
City Hall, Room 034  
San Francisco, CA 94102**

**\*The Wednesday, July 15, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee regularly held at the Department of the Environment's Ground Floor Conference Room at 11 Grove Street was held at City Hall, Room 034.**

**COMMITTEE MEMBERS:** Commissioners Matt Tuchow (Chair), Alan Mok and Paul Pelosi Jr.

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:08 p.m.  
Present: Commissioners Mok, Tuchow (Chair) and Pelosi Jr. (5:18 p.m.)
- 2. Approval of Minutes of the April 15, 2009 Operations Committee Rescheduled Meeting.** (Discussion and Action) Upon Motion by Chair Tuchow and second by Commissioner Mok, the April 15, 2009 Meeting Minutes were approved without objection (Absent: Commissioner Pelosi Jr.) (Explanatory Document: April 15, 2009 Approved Minutes [http://sfgov.org/site/sfenvironment\\_page.asp?id=103356](http://sfgov.org/site/sfenvironment_page.asp?id=103356))
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Report on the Energy Watch Program and Stimulus Package Funding for Energy Block and Competitive Grants. Speaker: Cal Broomhead, Department of the Environment Energy Manager** (Informational Report and Discussion)

Mr. Broomhead reported that the Department of the Environment has recently issued a Request for Proposal(s) (RFP) for technical assistance in operating the energy-efficiency program. It is expected that responses will be received by the end of this month, and a selection would be made by mid- to late-August. The RFP is for \$25 million with a capacity of five years, and it is hoped that over the next five years, \$25 million would be acquired to run the program. Energy Watch is the main energy-efficiency program and presently focuses on commercial and multi-family buildings. The stimulus package money would be used for the residential, single family, and two- to four-unit buildings, which would complete the coverage of the market sector for buildings.

Mr. Broomhead stated that the 2006-08 Energy Watch program was completed on December 31, 2008. However, the start of the program was delayed by the California Public Utilities Commission (CPUC) decision-making process and by PG&E, which resulted in only 22 months to run a three-year program. As a result, the program was concluded and fell ten-percent short of the three-year goal. If another three weeks to run the program was made available, the goal would have been reached. Mr. Broomhead reported that PG&E had discounted by 20% all of the energy savings that was gained because they said that 20% of the projects would have performed the work without a program. If they gave a 5 or 10%



discount, which is the number that was thought that local government programs should receive, then the goal would have been exceeded substantially. Because work is being performed in the multi-family and small-business sector, all of the studies have shown that only 4 to 5% of the projects would have actually have performed the work anyway. It was felt that the 20% discount was an unfair penalty; however it was applied not only to San Francisco, but to all local governments across the state.

Mr. Broomhead reported that the energy savings added up to 34.5 million kilowatt hours, which is a large number. For the 2009-11-cycle that was to have started on January 1, the CPUC and utilities have again delayed the process. The cycle is already seven months in progress, and the utilities had to turn in their third proposal for programs that were to happen for the three year cycle, because the two previous submittals were found to be non-responsive or deficient by the CPUC. San Francisco and other cities have recommended that the program cycle run from 2010-2012 because it is operating on bridge funding for 2009. One of the utilities just submitted comments supporting that idea. To date, given the last two quarters, another 11 ½ million kilowatt hours was saved, so almost 1/3 of what was completed in the previous three-year cycle was completed in the first six months of this cycle.

Mr. Broomhead stated that the program is keeping a fast pace, but a slow down was noticed in June because a contract was terminated for a small business program, which resulted in internalizing the entire program. It was difficult to find Spanish and Cantonese speaking staff to replace the sales staff that had been there previously. The Department recently hired Ms. Claudia Espino, a Spanish speaking civil engineer, who is going through the training and preparing audits, and a job offer has been made to a native Cantonese speaker. The program will then be fully staffed and should be operating well.

Chair Tuchow inquired if the Energy Watch program could still be administered if the cycle were to be delayed. Mr. Broomhead reported that the program is being administered through a bridge-funding process, which provides temporary funding. Work is performed through the previous administrative rules and recommended changes to the program cannot be applied through this process. Mr. Broomhead reported that the program has \$6.7 million allocated for this year, but the three-year cycle only has a \$12 ½ million allocation, so half of the money would be expended in the first year and would result in a deficit after the second year. One of the comments consistently being made in the last year is that PG&E needs to upgrade their commitment to the Department's contract for this next cycle.

Mr. Broomhead reported on good news that more multi-family building owners and contractors are joining the multi-family program. Mr. Lowell Chu was commended on doing a tremendous job with the program, which is almost matching the commercial program.

Chair Tuchow inquired about the Energy Watch program's contribution to department funding. Deputy Director Assmann reported that the Energy Watch program and the Impound Account provide a vital part of the Department's budget. Mr. Broomhead reported that the Energy Watch program is funding approximately ten Department staff and half of the funding is allocated to contractors who are doing the construction work and used to provide incentive money to close the deal with the building owner.

Mr. Broomhead reported that the stimulus package that the Department is involved with is energy-efficiency and conservation block grant money that the City is entitled to receive from the Department of Energy (DOE). The San Francisco Public Utilities Commission is the lead agency and the administrative contact with the DOE. The Mayor has proposed that half of the stimulus money be applied to municipal projects and the other half for community-based projects. The Department's projects are considered to be

community-based. The Department is waiting to hear approval from DOE on the proposal, which was turned in on June 22. The PUC is planning about a three-year roll out on all the projects.

Mr. Broomhead reported that at the last Commission meeting, he had provided a brief description of block-grant proposals. One of the proposals was an upgrade to heating systems for multi-family building owners, and the second was targeting single-family and two- to four-unit building owners, the small buildings. These buildings generally need a comprehensive assessment that needs more modern tools. It was explained that the science of buildings has come a long way, especially in San Francisco where there are very old buildings. Twenty-five percent of all of the two- to four-unit buildings in the state are in San Francisco. These buildings are complicated when it comes to looking at the envelope and the dynamics of heat and water heating within them and have issues about either creating negative or positive pressures. Negative pressures can contribute to mold and mildew buildup in the house and the degradation of indoor air-quality. By applying the more modern assessment methods, the upgrades that are required to fix the problem can be identified.

Mr. Broomhead reported that a workforce development element would be part of the program, which would include working with community-based organizations to provide outreach and education to the public on how to save energy in their homes. Community outreach workers would be trained on how to talk to tenants and homeowners and provide a home-assessment related to toxics, safety, energy-efficiency, and water conservation. It is called the community resilience program, the idea is to make homes in San Francisco resilient to the various kinds of pressures that could be placed on the community, e.g., earthquake, a rise in gas, electric, or food prices, and other things that make it difficult for people to sustain themselves. At the end of the program, the outreach workers would gain the experience doing that type of work and be able to get jobs with the Home Performance contractors. The positive side of focusing on these areas is that the state will be offering incentive money in the home performance area. In addition, work is in progress on the clean energy loan fund, which is going to offer tax-lien financing to building owners for doing this type of work.

Chair Tuchow inquired whether any part of the stimulus money going to the Department would be directed to programs other than energy-efficiency. Deputy Director Assmann reported that a regional proposal was submitted to the Bay Area Air Quality Management District (BAAQMD) for electric vehicle (EV) infrastructure throughout San Francisco and the Bay Area. Commissioner Pelosi Jr. inquired about the Department's previous assessment that there was no need to upgrade the electric-vehicle charging stations at this time. Deputy Director Assmann reported that the new proposal is based on the knowledge that there will be many more plug-in hybrids available, and people would need a place to charge them in addition to being able to charge them at home. A response won't be received on whether funding is available for another two months. Commissioner Pelosi Jr. stated that San Francisco already has some charging stations. Deputy Director Assmann stated that there are a few stations, but not a lot. The charging station is not a complicated thing to set up, it uses standard electricity, but it does have to be in place and accessible. This would add to the number and spread it around the city and would give people options to charge their vehicle at publicly and city-owned garages. Commissioner Pelosi Jr. inquired about who would be incurring the electricity costs for stations outside the home. Deputy Director Assmann reported that the City would be absorbing the electricity costs initially; however, it would be a pilot program and the financial model would have to be determined.

Deputy Director Assmann reported that an additional Department program that would be using stimulus money would be to target workforce development.



**5. Review and Status Update on the Department of the Environment's Budget for Fiscal Year 2009-10 and City and State Funding Allocations. Speaker: David Assmann, Acting Director, Department of the Environment** (Explanatory Document: Fiscal Year 2009-10 Budget pages 1-3 and pages 4-5) (Informational Report and Discussion)

Deputy Director Assmann distributed copies of the Department of the Environment's (Department) final budget for FY 2009-10 and described the budget process and status. It was explained that the Board of Supervisors Finance Committee approved the Department's budget, and the full Board would be voting at their meeting on July 21. It was explained that the full Board rarely makes changes, so it expected that this is the final budget for the year. Deputy Director Assmann explained that the Department has two major sources of funding from (1) the Impound Account (\$7 million) and (2) the Energy Watch program (\$7 million). The change in this year's budget is that \$865,000 of the Impound Account funds are being allocated to the Department of Public Works (DPW) as a result of the Mayor's Office request to support DPW's projects because their General Fund allocation was reduced. Because the Department's Impound Account budget had increased, it did not have a significant impact, so no major projects would be cut, but some were scaled back. The Department's funding from other City departments that traditionally provide funding had been reduced, mostly for the Urban Forest program; however, it will still be possible to run the program through the Public Utilities Commission (PUC) and the Department of Building Inspection (DBI) contributions.

Deputy Director Assmann reported that the state has dramatically cut the Department of Conservation (DOC) budget by 85%. As a result, the DOC's traditional allocation to the Department of \$220,000 a year to run recycling programs has been reduced to approximately \$30,000. Salaries will not be affected as they were moved out of the funding source, but it does mean that certain programs promoting recycling will not be available next year. Deputy Director Assmann stated that there is a slight chance that it may be reinstated, but he is not optimistic. Commissioner Tuchow inquired whether private sources of funding could compensate. Deputy Director Assmann reported that private funding is being sought after, but is not easy to find. It was explained that DOC funding was a dedicated source that could be used to promote recycling without too many restrictions—it was for bottle and can recycling. This budget reduction would affect some of the non-profits that the Department works with such as the San Francisco Conservation Corp which received 40% of their funding from the DOC, and the California Conservation Corp, which received 80% of their funding from the Conservation Corps. The Oil Recycling grants received from the state would not be cut for this fiscal year (\$206,000), but would be dramatically reduced for FY 2010-11. It was explained that there are state implications, but that the Department is still in good shape unless the state makes dramatic cutbacks, which would mean the overall City budget process would be reopened.

**6. Written Report on New Grants Received by the Department of the Environment and Current Grant Applications. Prepared by: Shawn Rosenmoss, Department of the Environment Manager of Grants and Fundraising** (Explanatory Document: Grant Proposals and Applications) (Informational Report and Discussion)

Ms. Fish reported that Ms. Rosenmoss had provided a written report that reflects grant proposals/applications submitted or in process since April 1, 2009, and earlier proposals that have been funded recently or have been transferred into a new funding cycle, e.g. EPA Sustainability Skylines. Deputy Director Assmann reported that the largest dollar amounts listed is the \$4 million for the Energy Efficiency Block Grant stimulus proposal that Mr. Broomhead discussed and the \$9 million stimulus



proposal for an Electric Vehicle (EV) infrastructure. It was explained that the \$4 million listed should actually be 3 ½ million—that it is a \$7 million project that both the Public Utilities Commission and the Department would be receiving half of. The EV proposal amount is for the entire region, and the Department's portion would be \$2 million. All proposals that don't have an amount listed in the granted column are pending; proposals that have zero in the granted column were not funded, and proposals that list a dollar amount have been funded. The final column explains the duration of the funding.

Deputy Director Assmann reported that the new grant proposal that has been funded is the Sidney E. Frank Foundation for the Zero Net Homes pilot project for \$250,000 that would work on getting homes to be self-sufficient in energy use through the use of solar and other efficiencies so there is no net-energy going into the home. Commissioner Pelosi Jr. inquired about allocation of funding, whether it would be used for Department staff or for outside agencies to work on the project. Deputy Director Assmann reported that funding would be allocated to outside agencies and for staff to set up zero net energy homes. Deputy Director Assmann reported that an urban forest grant for \$15,000 from the San Francisco Foundation was received for an urban gleaning project. Gleaning is the planting of fruit trees as street trees and gleaning means people can just pick and eat the fruit.

**7. New Business/Future Agenda Items.** (Discussion) (Explanatory Document: Future Agenda Items List)

Ms. Fish distributed the Operations Committee Future Agenda Items Checklist and reported that the next meeting is scheduled for October 14, 2009. Commissioner Tuchow inquired about the San Francisco Chronicle article on the Tidal Energy project proposal. Deputy Director Assmann reported that the article wasn't related directly to what the Department has been doing on this project in the past. Commissioner Pelosi Jr. stated that the technology in this area has improved and that there would be announcements made in the future. Deputy Director Assmann reported that the federal government is switching responsibility for permitting from one agency to another. It was explained that the Department submitted a permit to one agency, and they had rejected it stating they were no longer responsible. As a result, the process has to be started all over again. There is also a large fee just to apply for a permit for a pilot.

**8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

**9. Adjournment.** The Operations Committee meeting adjourned at 5:46 p.m.

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

\*Approved:





CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE

\*RESCHEDULED MEETING  
APPROVED MINUTES

Wednesday, July 15, 2009, 5:00 P.M.  
City Hall, Room 034  
San Francisco, CA 94102

GOVERNMENT  
DOCUMENTS DEPT

OCT 22 2009

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approved

\*The Wednesday, July 15, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee regularly held at the Department of the Environment's Ground Floor Conference Room at 11 Grove Street was held at City Hall, Room 034.

COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Alan Mok and Paul Pelosi Jr.

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:08 p.m.  
Present: Commissioners Mok, Tuchow (Chair) and Pelosi Jr. (5:18 p.m.)
2. **Approval of Minutes of the April 15, 2009 Operations Committee Rescheduled Meeting.** (Discussion and Action) Upon Motion by Chair Tuchow and second by Commissioner Mok, the April 15, 2009 Meeting Minutes were approved without objection (Absent: Commissioner Pelosi Jr.) (Explanatory Document: April 15, 2009 Approved Minutes [http://sfgov.org/site/sfenvironment\\_page.asp?id=103356](http://sfgov.org/site/sfenvironment_page.asp?id=103356))
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Report on the Energy Watch Program and Stimulus Package Funding for Energy Block and Competitive Grants. Speaker: Cal Broomhead, Department of the Environment Energy Manager** (Informational Report and Discussion)

Mr. Broomhead reported that the Department of the Environment has recently issued a Request for Proposal(s) (RFP) for technical assistance in operating the energy-efficiency program. It is expected that responses will be received by the end of this month, and a selection would be made by mid- to late-August. The RFP is for \$25 million with a capacity of five years, and it is hoped that over the next five years, \$25 million would be acquired to run the program. Energy Watch is the main energy-efficiency program and presently focuses on commercial and multi-family buildings. The stimulus package money would be used for the residential, single family, and two- to four-unit buildings, which would complete the coverage of the market sector for buildings.

Mr. Broomhead stated that the 2006-08 Energy Watch program was completed on December 31, 2008. However, the start of the program was delayed by the California Public Utilities Commission (CPUC) decision-making process and by PG&E, which resulted in only 22 months to run a three-year program. As a result, the program was concluded and fell ten-percent short of the three-year goal. If another three weeks to run the program was made available, the goal would have been reached. Mr. Broomhead reported that PG&E had discounted by 20% all of the energy savings that was gained because they said that 20% of the projects would have performed the work without a program. If they gave a 5 or 10%

discount, which is the number that was thought that local government programs should receive, then the goal would have been exceeded substantially. Because work is being performed in the multi-family and small-business sector, all of the studies have shown that only 4 to 5% of the projects would have actually have performed the work anyway. It was felt that the 20% discount was an unfair penalty; however it was applied not only to San Francisco, but to all local governments across the state.

Mr. Broomhead reported that the energy savings added up to 34.5 million kilowatt hours, which is a large number. For the 2009-11-cycle that was to have started on January 1, the CPUC and utilities have again delayed the process. The cycle is already seven months in progress, and the utilities had to turn in their third proposal for programs that were to happen for the three year cycle, because the two previous submittals were found to be non-responsive or deficient by the CPUC. San Francisco and other cities have recommended that the program cycle run from 2010-2012 because it is operating on bridge funding for 2009. One of the utilities just submitted comments supporting that idea. To date, given the last two quarters, another 11 ½ million kilowatt hours was saved, so almost 1/3 of what was completed in the previous three-year cycle was completed in the first six months of this cycle.

Mr. Broomhead stated that the program is keeping a fast pace, but a slow down was noticed in June because a contract was terminated for a small business program, which resulted in internalizing the entire program. It was difficult to find Spanish and Cantonese speaking staff to replace the sales staff that had been there previously. The Department recently hired Ms. Claudia Espino, a Spanish speaking civil engineer, who is going through the training and preparing audits, and a job offer has been made to a native Cantonese speaker. The program will then be fully staffed and should be operating well.

Chair Tuchow inquired if the Energy Watch program could still be administered if the cycle were to be delayed. Mr. Broomhead reported that the program is being administered through a bridge-funding process, which provides temporary funding. Work is performed through the previous administrative rules and recommended changes to the program cannot be applied through this process. Mr. Broomhead reported that the program has \$6.7 million allocated for this year, but the three-year cycle only has a \$12 ½ million allocation, so half of the money would be expended in the first year and would result in a deficit after the second year. One of the comments consistently being made in the last year is that PG&E needs to upgrade their commitment to the Department's contract for this next cycle.

Mr. Broomhead reported on good news that more multi-family building owners and contractors are joining the multi-family program. Mr. Lowell Chu was commended on doing a tremendous job with the program, which is almost matching the commercial program.

Chair Tuchow inquired about the Energy Watch program's contribution to department funding. Deputy Director Assmann reported that the Energy Watch program and the Impound Account provide a vital part of the Department's budget. Mr. Broomhead reported that the Energy Watch program is funding approximately ten Department staff and half of the funding is allocated to contractors who are doing the construction work and used to provide incentive money to close the deal with the building owner.

Mr. Broomhead reported that the stimulus package that the Department is involved with is energy-efficiency and conservation block grant money that the City is entitled to receive from the Department of Energy (DOE). The San Francisco Public Utilities Commission is the lead agency and the administrative contact with the DOE. The Mayor has proposed that half of the stimulus money be applied to municipal projects and the other half for community-based projects. The Department's projects are considered to be



community-based. The Department is waiting to hear approval from DOE on the proposal, which was turned in on June 22. The PUC is planning about a three-year roll out on all the projects.

Mr. Broomhead reported that at the last Commission meeting, he had provided a brief description of block-grant proposals. One of the proposals was an upgrade to heating systems for multi-family building owners, and the second was targeting single-family and two- to four-unit building owners, the small buildings. These buildings generally need a comprehensive assessment that needs more modern tools. It was explained that the science of buildings has come a long way, especially in San Francisco where there are very old buildings. Twenty-five percent of all of the two- to four-unit buildings in the state are in San Francisco. These buildings are complicated when it comes to looking at the envelope and the dynamics of heat and water heating within them and have issues about either creating negative or positive pressures. Negative pressures can contribute to mold and mildew buildup in the house and the degradation of indoor air-quality. By applying the more modern assessment methods, the upgrades that are required to fix the problem can be identified.

Mr. Broomhead reported that a workforce development element would be part of the program, which would include working with community-based organizations to provide outreach and education to the public on how to save energy in their homes. Community outreach workers would be trained on how to talk to tenants and homeowners and provide a home-assessment related to toxics, safety, energy-efficiency, and water conservation. It is called the community resilience program, the idea is to make homes in San Francisco resilient to the various kinds of pressures that could be placed on the community, e.g., earthquake, a rise in gas, electric, or food prices, and other things that make it difficult for people to sustain themselves. At the end of the program, the outreach workers would gain the experience doing that type of work and be able to get jobs with the Home Performance contractors. The positive side of focusing on these areas is that the state will be offering incentive money in the home performance area. In addition, work is in progress on the clean energy loan fund, which is going to offer tax-lien financing to building owners for doing this type of work.

Chair Tuchow inquired whether any part of the stimulus money going to the Department would be directed to programs other than energy-efficiency. Deputy Director Assmann reported that a regional proposal was submitted to the Bay Area Air Quality Management District (BAAQMD) for electric vehicle (EV) infrastructure throughout San Francisco and the Bay Area. Commissioner Pelosi Jr. inquired about the Department's previous assessment that there was no need to upgrade the electric-vehicle charging stations at this time. Deputy Director Assmann reported that the new proposal is based on the knowledge that there will be many more plug-in hybrids available, and people would need a place to charge them in addition to being able to charge them at home. A response won't be received on whether funding is available for another two months. Commissioner Pelosi Jr. stated that San Francisco already has some charging stations. Deputy Director Assmann stated that there are a few stations, but not a lot. The charging station is not a complicated thing to set up, it uses standard electricity, but it does have to be in place and accessible. This would add to the number and spread it around the city and would give people options to charge their vehicle at publicly and city-owned garages. Commissioner Pelosi Jr. inquired about who would be incurring the electricity costs for stations outside the home. Deputy Director Assmann reported that the City would be absorbing the electricity costs initially; however, it would be a pilot program and the financial model would have to be determined.

Deputy Director Assmann reported that an additional Department program that would be using stimulus money would be to target workforce development.

- 5. Review and Status Update on the Department of the Environment's Budget for Fiscal Year 2009-10 and City and State Funding Allocations. Speaker: David Assmann, Acting Director, Department of the Environment** (Explanatory Document: Fiscal Year 2009-10 Budget pages 1-3 (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/BudgetPresentationpages1-3.pdf> and pages 4-5 (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/Budget%20Presentation%20page%204-5.pdf> (Informational Report and Discussion))

Deputy Director Assmann distributed copies of the Department of the Environment's (Department) final budget for FY 2009-10 and described the budget process and status. It was explained that the Board of Supervisors Finance Committee approved the Department's budget, and the full Board would be voting at their meeting on July 21. It was explained that the full Board rarely makes changes, so it expected that this is the final budget for the year. Deputy Director Assmann explained that the Department has two major sources of funding from (1) the Impound Account (\$7 million) and (2) the Energy Watch program (\$7 million). The change in this year's budget is that \$865,000 of the Impound Account funds are being allocated to the Department of Public Works (DPW) as a result of the Mayor's Office request to support DPW's projects because their General Fund allocation was reduced. Because the Department's Impound Account budget had increased, it did not have a significant impact, so no major projects would be cut, but some were scaled back. The Department's funding from other City departments that traditionally provide funding had been reduced, mostly for the Urban Forest program; however, it will still be possible to run the program through the Public Utilities Commission (PUC) and the Department of Building Inspection (DBI) contributions.

Deputy Director Assmann reported that the state has dramatically cut the Department of Conservation (DOC) budget by 85%. As a result, the DOC's traditional allocation to the Department of \$220,000 a year to run recycling programs has been reduced to approximately \$30,000. Salaries will not be affected as they were moved out of the funding source, but it does mean that certain programs promoting recycling will not be available next year. Deputy Director Assmann stated that there is a slight chance that it may be reinstated, but he is not optimistic. Commissioner Tuchow inquired whether private sources of funding could compensate. Deputy Director Assmann reported that private funding is being sought after, but is not easy to find. It was explained that DOC funding was a dedicated source that could be used to promote recycling without too many restrictions—it was for bottle and can recycling. This budget reduction would affect some of the non-profits that the Department works with such as the San Francisco Conservation Corp which received 40% of their funding from the DOC, and the California Conservation Corp, which received 80% of their funding from the Conservation Corps. The Oil Recycling grants received from the state would not be cut for this fiscal year (\$206,000), but would be dramatically reduced for FY 2010-11. It was explained that there are state implications, but that the Department is still in good shape unless the state makes dramatic cutbacks, which would mean the overall City budget process would be reopened.

- 6. Written Report on New Grants Received by the Department of the Environment and Current Grant Applications. Prepared by: Shawn Rosenmoss, Department of the Environment Manager of Grants and Fundraising** (Explanatory Document: Grant Proposals and Applications (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/ProposalsandApplications.pdf.pdf>) (Informational Report and Discussion))

Ms. Fish reported that Ms. Rosenmoss had provided a written report that reflects grant proposals/applications submitted or in process since April 1, 2009, and earlier proposals that have been funded recently or have been transferred into a new funding cycle, e.g. EPA Sustainability Skylines.



Deputy Director Assmann reported that the largest dollar amounts listed is the \$4 million for the Energy Efficiency Block Grant stimulus proposal that Mr. Broomhead discussed and the \$9 million stimulus proposal for an Electric Vehicle (EV) infrastructure. It was explained that the \$4 million listed should actually be 3 ½ million—that it is a \$7 million project that both the Public Utilities Commission and the Department would be receiving half of. The EV proposal amount is for the entire region, and the Department's portion would be \$2 million. All proposals that don't have an amount listed in the granted column are pending; proposals that have zero in the granted column were not funded, and proposals that list a dollar amount have been funded. The final column explains the duration of the funding.

Deputy Director Assmann reported that the new grant proposal that has been funded is the Sidney E. Frank Foundation for the Zero Net Homes pilot project for \$250,000 that would work on getting homes to be self-sufficient in energy use through the use of solar and other efficiencies so there is no net-energy going into the home. Commissioner Pelosi Jr. inquired about allocation of funding, whether it would be used for Department staff or for outside agencies to work on the project. Deputy Director Assmann reported that funding would be allocated to outside agencies and for staff to set up zero net energy homes. Deputy Director Assmann reported that an urban forest grant for \$15,000 from the San Francisco Foundation was received for an urban gleaning project. Gleaning is the planting of fruit trees as street trees and gleaning means people can just pick and eat the fruit.

- 7. New Business/Future Agenda Items. (Discussion)** (Explanatory Document: Future Agenda Items List (PDF)  
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/Operations%20Committee%20Future%20Agenda%20Checklist%20070809.pdf>)

Ms. Fish distributed the Operations Committee Future Agenda Items Checklist and reported that the next meeting is scheduled for October 14, 2009. Commissioner Tuchow inquired about the San Francisco Chronicle article on the Tidal Energy project proposal. Deputy Director Assmann reported that the article wasn't related directly to what the Department has been doing on this project in the past. Commissioner Pelosi Jr. stated that the technology in this area has improved and that there would be announcements made in the future. Deputy Director Assmann reported that the federal government is switching responsibility for permitting from one agency to another. It was explained that the Department submitted a permit to one agency, and they had rejected it stating they were no longer responsible. As a result, the process has to be started all over again. There is also a large fee just to apply for a permit for a pilot.

- 8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 9. Adjournment.** The Operations Committee meeting adjourned at 5:46 p.m.

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

\*Approved: October 19, 2009





CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE

GOVERNMENT  
DOCUMENTS DEPT

**\*NOTICE OF RESCHEDULED MEETING AND AGENDA**

Monday, October 19, 2009, 5:00 P.M.

OCT 15 2009

Department of the Environment Eco Center Conference Room  
11 Grove Street  
San Francisco, CA 94102

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**\*The Wednesday, October 21, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee has been RESCHEDULED to MONDAY, OCTOBER 19, 2009, 5:00 p.m. and will be held at the Department of the Environment Eco Center Conference Room at 11 Grove Street.**

COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Alan Mok, Paul Pelosi, Jr.

**ORDER OF BUSINESS**

Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 15, 2009 Operations Committee Rescheduled Meeting.** (Explanatory Document: July 15, 2009 Draft Minutes [http://sfgov.org/site/sfenvironment\\_page.asp?id=108548](http://sfgov.org/site/sfenvironment_page.asp?id=108548)) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **New Grants Received by the Department of the Environment and Work on other City Department Funding Proposals and how it Supports Department of the Environment Work.** Speaker: Shawn Rosenmoss, Department of the Environment Manager of Grants and Fundraising-- Presentation Time: 10 minutes (Informational Report and Discussion)
5. **Update on the Energy Watch Program and Stimulus Package Funding for Energy Block and Competitive Grants.** Speaker: Cal Broomhead, Department of the Environment Energy Manager-- Presentation Time: 10 minutes (Informational Report and Discussion)
6. **Department of the Environment's Eco Center Remodeling Project Overview.** Speaker: David Assmann, Deputy Director--Presentation Time: 5 minutes (Informational Report and Discussion)
7. **Update on the New Landfill Search Contract.** Speaker: David Assmann, Deputy Director--Presentation Time: 5 minutes (Informational Report and Discussion)
8. **New Business/Future Agenda Items.** (Discussion)
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, January 20, 2010 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made



available at the meeting website link [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007) as links to the agenda or meeting minutes (by item).

### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE

\*RESCHEDULED MEETING  
DRAFT MINUTES

GOVERNMENT  
DOCUMENTS DEPT

Monday, October 19, 2009, 5:00 P.M.  
Department of the Environment Eco Center Conference Room  
11 Grove Street  
San Francisco, CA 94102

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**\*The Wednesday, October 21, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee has been RESCHEDULED to MONDAY, OCTOBER 19, 2009, 5:00 p.m. and will be held at the Department of the Environment Eco Center Conference Room at 11 Grove Street.**

COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Alan Mok and Paul Pelosi Jr.

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:20 p.m.  
Present: Commissioners Mok and Pelosi Jr.; Excused: Chair Tuchow.
- 2. Approval of Minutes of the July 15, 2009 Operations Committee Rescheduled Meeting.** (Discussion and Action) Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Mok, the July 15, 2009 Meeting Minutes were approved without objection (AYES: Commissioners Pelosi Jr. and Mok; Absent: Chair Tuchow) (Explanatory Document: July 15, 2009 Approved Minutes  
[http://sfgov.org/site/sfenvironment\\_page.asp?id=108548](http://sfgov.org/site/sfenvironment_page.asp?id=108548))
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. New Grants Received by the Department of the Environment and Work on other City Department Funding Proposals and how it Supports Department of the Environment Work.** Speaker: Shawn Rosenmoss, Department of the Environment Manager of Grants and Fundraising (Informational Report and Discussion) (Explanatory Document: Funding Proposals)

Ms. Rosenmoss distributed a list that shows current funding proposals, funding sources, funding timeframe, proposal issue date, amount requested, and amount received, pending, or not granted. She stated that grant funding is received mostly from federal and state government agencies, e.g. Environmental Protection Agency, Department of Energy, and Bay Area Air Quality Management District. Funding in the past six months has been good as a result of federal stimulus package dollars and general funding from the Environmental Protection Agency and other groups. Funding is being granted for energy projects (zero energy homes/energy efficiency/developing workforce development), and there are additional energy proposals pending that have a good chance of being granted. Deputy Director Assmann inquired about funding from the Solar America Initiative for \$750,000 over 3 years. Ms. Rosenmoss explained that there would be funding received for this project, and believes that the bulk of the funds would be received early in the project as opposed to being equally spread over the three years.



**5. Update on the Energy Watch Program and Stimulus Package Funding for Energy Block and Competitive Grants.** Speaker: Cal Broomhead, Department of the Environment Energy Manager (Informational Report and Discussion)

Mr. Broomhead reported that the Department's Energy Watch program for this calendar year was for \$6.7 million and was supposed to be bridge funding into this current three-year cycle. July – August were slow months, but things are back on track in September and October. The small business program contract has been completed; however hiring to internalize the program was not complete until late July so it is taking a while to start up again. Mr. Broomhead reported that only \$6 million of the \$6.7 million would be spent, and \$700,000 would remain unless additional large-scale projects are received.

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Mr. Broomhead stated that at the same time of the start of the new program cycle, the San Francisco Sustainable Financing program would begin in late January or early February, and he would expect that program would have enough business so that the Energy Watch money could be used in the first year or first year and a half. PG&E has stated that if this were to be the case, PG&E and Department staff could join in requesting additional funding for the program from the CPUC. Commissioner Pelosi Jr. inquired about the type of projects the money would be used for. Mr. Broomhead reported that half would be used for incentive funds that go to pay for project costs, e.g., lighting, heating, ventilation, and air-conditioning in a building.

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Commissioner Pelosi Jr. inquired about Governor Schwarzenegger's recently signed renewable energy laws. Mr. Broomhead reported that the Department's new renewable energy manager would be reviewing this law and working on all details.

Mr. Broomhead reported that the City is receiving \$7.7 million from the energy efficiency block grant money. Half of the \$7.7 million is being spent by the Public Utilities Commission (PUC) for municipal projects, and the other half is allocated to the Department to work on residential projects, mostly heating system upgrades on multi-family buildings. Mr. Broomhead reported on a comment made from a community group that felt that the home-performance program would create a divide between low-income and middle and upper-income home owners at time of sale because help would be given to upper-income home owners to acquire home performance and ratings, but low-income home owners at time of sale would not have a rating or the performance work being done. A discussion was held with the Employment Opportunity Council that operates the Low-Income Weatherization program who doubled income requirements. By increasing income requirements, they are able to capture a lot of the low-income home owners into the program. Additionally, the Mayors Office of Housing has a program through Cal Home that serves low-income home owners. A small amount of money was taken out of the block grant money and allocated to contractors and the staff that those two programs work with to provide training so that all of the projects being worked on incorporate home performance and ratings so low-income home owners would have an equal opportunity at the time of sale.

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Mr. Broomhead reported that the federal government will soon be issuing guidelines for a competitive grant in which the minimum bid is \$50 million, and the maximum is \$150 million. In addition, they want five private dollars leveraged for every program dollar, so the minimum bid is actually a \$300 million program. Mr. Broomhead reported that it may be possible to do part of the project with the financing program in place. Deputy Director Assmann inquired whether a program of that scale could be done in San Francisco alone. Mr. Broomhead stated that the state has announced that they want to apply and that a partnership would be discussed. It was explained that the nine Bay Area counties are talking about applying, and that San Francisco would be competing with Los Angeles. The proposal is coming out of other areas as well so there will be competition.

**6. Department of the Environment's Eco Center Remodeling Project Overview.** Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann commended Ms. Rosenmoss for her work on the Eco Center remodeling project that has been in process for a year and is now open for business. It was reported that the Eco Center now



has brighter colors, more open space, and dedicated space for bikes and other uses. There will be additional renovation that includes a glass wall hanging that will have a map of San Francisco etched on it, a ceiling-mounted projector, and a touch screen kiosk for pamphlets and brochures. The receptionist station is now at the front door instead of the middle of the room, which results in a more efficient use of space. Commissioner Mok inquired about the funding for the project. Ms. Rosenmoss reported that she would prepare the accounting information on the project and explained that part of idea is for the Eco Center to become a community space and host environmental events. Deputy Director Assmann reported that environmental groups would be using the space for meetings once a month, and that the idea is to do this more regularly so that it is more of a constantly used space.

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Deputy Director Assmann explained that the new agreement is for 5 million tons and the previous agreement was for 15 million tons. Because so much less is being sent to landfill, the new agreement can last for potentially 20 years. Last year we sent 467,000 tons to landfill. This year could come in under 400,000. In 2001, it was \$700,000. That is a difference from 700,000 in 2001 to 400,000 tons in 2009. If the amount continues to decrease and reaches 250,000 tons a year, once the contract goes into effect, it could increase to a 20-year contract or longer.

Commissioner Pelosi Jr. inquired whether new incineration technologies were being considered. Deputy Director Assmann reported that method is less efficient than current systems being currently used in terms of the best use of the resource. He explained that there is some credibility to low-temperature conversion for certain parts of the waste stream that may be otherwise difficult to deal with. Generally, anything that is high temperature is not the highest and best use of dealing with waste. Low-temperature conversion known as bioreactors may be a way of dealing with residual organic waste in the future and is one of the technologies to consider in terms of how to reach zero waste.

Commissioner Pelosi Jr. inquired whether organic waste was going to the Norcal facility. Deputy Director Assmann reported that organic waste goes to a compost facility. It was explained that it is possible that there will be residual waste in the waste stream that still contains a significant percentage of organics and a low-temperature bioreactor could be used. The idea is to keep as much of the organic material out of the landfill as possible. From 400,000 tons of waste that goes to landfill, approximately one third (125,000 tons) is organic material and produces methane emissions. Deputy Director Assmann stated that there is no shortage of space to put landfill in California, but the issue is to reduce methane emissions.

- 8. New Business/Future Agenda Items.** (Discussion) Ms. Fish, Commission Secretary, announced that the next Operations Committee meeting is on January 20, 2010. Deputy Director Assmann stated that the January meeting would include (1) an informational report and discussion on the budget that has to be submitted to the Mayor in late February; (2) the new Jobs Now program, an environmental outreach program that would include 200 people focusing on recycling, composting, and energy efficiency; and (3) new office space at 37 Grove Street. Commissioner Mok recommended discussing items that were to be discussed at the retreat that was not yet scheduled.

Mr. Thomas Owen, Deputy City Attorney for the Department of the Environment, introduced himself.

- 9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

- 10. Adjournment.** The Operations Committee meeting adjourned at 6:00 p.m.

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

\*Approved:



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CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE

**\*RESCHEDULED MEETING  
APPROVED MINUTES**

GOVERNMENT  
DOCUMENTS DEPT

Monday, October 19, 2009, 5:00 P.M.  
Department of the Environment Eco Center Conference Room  
11 Grove Street  
San Francisco, CA 94102

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Approved  
\*The Wednesday, October 21, 2009, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee has been RESCHEDULED to MONDAY, OCTOBER 19, 2009, 5:00 p.m. and will be held at the Department of the Environment Eco Center Conference Room at 11 Grove Street.

COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Alan Mok and Paul Pelosi Jr.

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:20 p.m.  
Present: Commissioners Mok and Pelosi Jr.; Excused: Chair Tuchow.
- 2. Approval of Minutes of the July 15, 2009 Operations Committee Rescheduled Meeting.** (Discussion and Action) Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Mok, the July 15, 2009 Meeting Minutes were approved without objection (AYES: Commissioners Pelosi Jr. and Mok; Absent: Chair Tuchow) (Explanatory Document: July 15, 2009 Approved Minutes  
[http://sfgov.org/site/sfenvironment\\_page.asp?id=108548](http://sfgov.org/site/sfenvironment_page.asp?id=108548))
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. New Grants Received by the Department of the Environment and Work on other City Department Funding Proposals and how it Supports Department of the Environment Work.** Speaker: Shawn Rosenmoss, Department of the Environment Manager of Grants and Fundraising (Informational Report and Discussion) (Explanatory Document: Funding Proposals (PDF)  
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2009/funders09.pdf>)

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Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

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Approved: January 20, 2010





CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE

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cancelled

**RESCHEDULED MEETING NOTICE  
FROM THE REGULAR MEETING OF  
WEDNESDAY, OCTOBER 21, 2009 to  
MONDAY, OCTOBER 19, 2009, 5:00 P.M.**

The **WEDNESDAY, OCTOBER 21, 2009, 5:00 p.m.** regularly scheduled meeting of the Commission on the Environment's Operations Committee that was rescheduled to meet at City Hall, Room 421, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 has been **RESCHEDULED TO MONDAY, OCTOBER 19, 2009 at 5:00 p.m. and will be held at the Department of the Environment, Eco Center, 11 Grove Street, San Francisco, CA 94102.** An agenda will be provided at least 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) if you would like to be placed on the agenda list or for additional information. An agenda may also be accessed on the Operations Committee website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007).

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**SF Environment**

**Our home. Our city. Our planet.**



GAVIN NEWSOM  
Mayor

DAVID ASSMANN  
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*NOTICE OF RESCHEDULED MEETING LOCATION**

**Wednesday, January 20, 2010, 5:00 P.M.**

**City Hall, Room 421**

**San Francisco, CA 94102**

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scheduled  
meeting  
location

The **WEDNESDAY, JANUARY 20, 2010, 5:00 p.m.** regularly scheduled meeting of the Commission on the Environment's Operations Committee that regularly meets at the Department of the Environment's Eco Center at 11 Grove Street has been **RESCHEDULED** to meet at **CITY HALL, ROOM 421, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.** An agenda will be provided at least 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) if you would like to be placed on the agenda list or for additional information. An agenda may also be accessed on the Operations Committee website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007).

**Posted: January 5, 2010**

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**SF Environment**

Our home. Our city. Our planet.



GAVIN NEWSOM  
Mayor

DAVID ASSMANN  
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**GOVERNMENT  
DOCUMENTS DEPT**

**\*NOTICE OF RESCHEDULED MEETING LOCATION AND AGENDA**

**Wednesday, January 20, 2010, 5:00 P.M.**

**City Hall, Room 421  
11 Grove Street  
San Francisco, CA 94102**

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\*The Wednesday, January 20, 2010 Operations Committee meeting that is regularly held at the Department of the Environment's Eco Center is rescheduled to meet at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102.

COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Alan Mok, Paul Pelosi, Jr.

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the October 19, 2009 Operations Committee Rescheduled Meeting.**  
(Explanatory Document: October 19, 2009 Draft Minutes [http://sfgov.org/site/sfenvironment\\_page.asp?id=112910](http://sfgov.org/site/sfenvironment_page.asp?id=112910))  
(Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review and Approval of the Department of the Environment's Draft Budget for Fiscal Year 2010-11.**  
Staff Speaker: David Assmann, Acting Director (Discussion and Action)
5. **Discuss change of meeting location for the Commission on the Environment Operations Committee from the Department of the Environment Eco Center to City Hall, Room 421 for recommendation to the Commission on the Environment.** Staff Speaker: Monica Fish, Commission Secretary (5 minutes) (Discussion and Action)
6. **Update on the Department of the Environment's Lease of Additional Office Space.** Staff Speaker: David Assmann, Acting Director (Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, April 21, 2010 at 5:00 p.m., location to be announced.



**\*\*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007), (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link [http://sfgov.org/site/sfenvironment\\_meeting.asp?id=61007](http://sfgov.org/site/sfenvironment_meeting.asp?id=61007) as links to the agenda or meeting minutes (by item).

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
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#### **Disability Access**

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#### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

#### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

#### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.



**SF Environment**

**Our home. Our city. Our planet.**



GAVIN NEWSOM  
Mayor

DAVID ASSMANN  
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*RESCHEDULED MEETING LOCATION  
DRAFT MINUTES**

**Monday, January 20, 2010, 5:00 P.M.  
City Hall, Room 421  
San Francisco, CA 94102**

**GOVERNMENT  
DOCUMENTS DEPT**

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COMMITTEE MEMBERS: Commissioners Matt Tuchow (Chair), Alan Mok and Paul Pelosi Jr.

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting convened at 5:05 p.m. Present: Commissioners Tuchow and Pelosi Jr.; Commissioner Mok Excused. Acting Director Assmann, Joseph Salem, Finance and Administration Manager, and Monica Fish, Commission Secretary was present for this meeting. There was no public present.
- 2. Approval of Minutes of the October 19, 2009 Operations Committee Rescheduled Meeting.** (Discussion and Action) Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Tuchow, the October 19, 2009 Meeting Minutes were approved without objection. (Explanatory Document: October 19, 2009 Approved Minutes.) There was no public present.
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public present.
- 4. Review and Approval of the Department of the Environment's Draft Budget for Fiscal Year 2010-11.** Staff Speaker: David Assmann, Acting Director (Discussion and Action) Acting Director Assmann reviewed the Department's proposed Draft Budget by program area for Fiscal Year 2010-11 and provided budget figures for 2010-11 revenues and expenditures for grants, work orders, and the Impound Account. A comparison of budget figures for fiscal years 2007-2010 by program area were also provided (Explanatory Documents: Draft Budget by Program Area and Draft Budget Detail).

Acting Director Assmann with input from Joseph Salem, Finance and Administration Manager, reported on increases and decreases in budget revenues for Department program areas that include Energy, Clean Air,



Recycling, Toxics Reduction, Green Building, Outreach, Environmental Justice, Administration, and Urban Forestry as follows:

- Energy increase is due to energy block grant stimulus funding, new PG&E contract renewal, and foundation grant funding. PG&E funding will continue indefinitely, the energy block grant is a one-time stimulus funding allocation, and foundation funding is based on an application process.
- Clean Air decreased slightly due to less grant funding received.
- Recycling decreased slightly because of a one-time contribution last year to assist the Department of Public Works (DPW) in paying for waste disposal and recycling projects due to the City's fiscal crisis. Expenditures were similar to what they were last year with the exception of reserve funding that was allocated to DPW, which is not scheduled again this year.
- Toxics Reduction is the same as last year with a slight increase.
- Green Building increased due to an Environmental Protection Agency (EPA) grant.
- Outreach budget is also reflected in individual program budgets. The figure consists of Bureau of Environment Resource Management (BERM) funding for water pollution prevention and Department of Conservation (DOC) bottle-bill funding.
- Environmental Justice (EJ) will decrease significantly this year and next because of the end of a \$13 million state appropriation in 2000 for mitigation of power plant emissions in the Potrero and Bayview neighborhoods where the power plants are located. As a result, one staff member is transferring to the Energy program area, and the other two remaining staff will focus on Green Jobs and the Environment Now programs, which will be managed by the EJ program.
- Administration budget is increasing because the Department is funding a garbage rate review process next year, which requires \$250,000 in City Attorney fees. Garbage rates are reviewed and set once every five years. If you remove the \$250,000, the Administration budget is the same as in previous years.
- Urban Forestry program shows as being the same as last year, but there is concern with fulfillment of work orders from other departments that are facing budget cuts.

Acting Director Assmann reported that overall, the budget shows an increase due entirely to an increase in funding to the Energy program. Most other program areas remain static. It was explained that General Fund departments have been told to cut their budget by 20% with a 10% contingency. San Francisco Environment does not receive funding from the General Fund, but may be impacted if there is a requirement to contribute to a General Fund department which can only be done if it is relevant to that department's activities. The only area of vulnerability is in the Impound Account, wherein last year there was a requirement to allocate \$1 million to DPW with the assurance it would not happen again. Department of Building Inspection funding of \$350,000 that is used to support green building, construction and demolition debris, and energy programs is another vulnerability, which will be discussed next week. Most vulnerable is green building and energy since construction and demolition is an ordinance requirement.

Acting Director Assmann stated that the Department was a contributor to the City's revenue in that it raised \$5 million in cigarette fees. The Department provided the work to conduct a litter audit, nexus study, proposal, and set-up the process to collect the fees. Brainstorming for an equivalent program is also in process. In addition the Department allocates money to departments such as DPW, the Office of Contract Administration for green purchasing, the Library for environmental programs, and San Francisco Unified School District (SFUSD) to fund half of an Environmental Director position.

Discussions were held on additional topics that include—

- A study that was commissioned on dollars saved as a result of reducing the environmental impacts of recycling and composting from a perspective of reduced carbon emissions, toxicity and other criteria. A draft study is available that shows that there is an environmental benefit of approximately \$84 million dollars a year as a result of composting and recycling efforts. There is a substantial value to these programs that is now being quantified.
- Jobs being created as a result of the process of landfill material being rerouted to markets for recyclables and composting.
- Current contract negotiations for a new landfill contract and recommendation for a vendor that would be forwarded to the Board of Supervisors in approximately March.
- The history of the garbage rate process and allocation of Impound Account funding to San Francisco Environment to run its recycling, toxics, and waste-related programs. Impound account funding is also allocated to DPW.

It was reported that the budget would be presented to the Mayor's Office on February 20<sup>th</sup> for review and then would be forwarded to the Board of Supervisors for their approval several months later. Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Tuchow, the Budget was approved with amendments as required for recommendation to the Commission for consideration at their January 26, 2010 meeting. There was no public present.

5. **Discuss change of meeting location for the Commission on the Environment Operations Committee from the Department of the Environment Eco Center to City Hall, Room 421 for recommendation to the Commission on the Environment.** Staff Speaker: Monica Fish, Commission Secretary (5 minutes) (Discussion and Action)

Ms. Fish reported that a change in meeting location requires Operations Committee approval and a Bylaws amendment that the Commission would consider at their March meeting. Commissioner Tuchow inquired whether the Bylaws could be amended to not specify a particular location. Ms. Fish stated that she believes that the location should be specified but would verify with legal counsel. Upon Motion by Commissioner Tuchow, second by Commissioner Pelosi Jr., a change in Operations Committee meeting location would be recommended to the Commission on the Environment to consider at their March 23 meeting through a Bylaws amendment as required. There was no public present.

6. **Update on the Department of the Environment's Lease of Additional Office Space.** Staff Speaker: David Assmann, Acting Director (Discussion)

Acting Director Assmann reported that the Department of the Environment is overcrowded in its existing space at 11 Grove, and additional space has been leased through the end of September to accommodate as many as 100 Jobs Now Environment Now staff at 401 Van Ness Avenue. In addition, the Department would be expanding its existing building by renting basement space and moving one of the conference rooms and changing it to work stations in order to accommodate additional Energy program staff.

7. **New Business/Future Agenda Items.** (Discussion) Acting Director Assmann suggested that budget updates be discussed at the April Operations Committee meeting. At that point the budget will have been



submitted to the Mayor's Office who may make changes and then would be routed to the Board of Supervisors. Additional agenda items for April include (1) a status report on fundraising and grants received; (2) Commissioner Tuchow requested an update on PG&E funding for the Energy program; and (3) landfill process contract update.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public present.
  9. **Adjournment.** The Operations Committee meeting adjourned at 6:00 p.m.
- 

Respectfully submitted by,

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved:



**SF Environment**

**Our home. Our city. Our planet.**



GAVIN NEWSOM  
Mayor

DAVID ASSMANN  
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*RESCHEDULED MEETING LOCATION  
APPROVED MINUTES**

**Monday, January 20, 2010, 5:00 P.M.  
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Respectfully submitted by,

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved: April 21, 2010



**SF Environment**

Our home. Our city. Our planet.



GAVIN NEWSOM  
Mayor

DAVID ASSMANN  
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**NOTICE OF REGULAR MEETING AND AGENDA**  
Wednesday, April 21, 2010, 5:00 P.M.  
Department of the Environment Eco Center  
11 Grove Street  
San Francisco, CA 94102

GOVERNMENT  
DOCUMENTS DEPT

APR 15 2010

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jane MarieFrancis Martin and Matt Tuchow

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the January 20, 2010 Operations Committee Rescheduled Meeting.**  
(Explanatory Document: January 20, 2010 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review and Approval of Department of the Environment Funding Recommendations for Environmental Justice Grants.** Sponsor: David Assmann, Acting Director; Speaker: Anne Eng, Environmental Justice Program Manager (15 minutes) (Explanatory Document: Environmental Justice Program Funding Recommendations for Grant Awards (2010-2012) (Discussion and Action)
5. **Review and Approval of Department of the Environment Funding Recommendations for Zero Waste Grants.** Sponsor: David Assmann, Acting Director; Speaker: Kevin Drew, Residential Zero Waste Coordinator (Explanatory Document: Zero Waste Program Funding Recommendations for Grant Awards (2010-2012) (Discussion and Action)
6. **EnvironmentNow Program Status Report and Integration into Department Programs.** Sponsor: Commissioner Alan Mok; Staff Speakers: David Assmann, Acting Director (3 minutes); Donald Oliveira, Green Jobs Coordinator (15 minutes) (Informational Report and Discussion)
7. **Department of the Environment's Draft Budget Update for Fiscal Year 2010-11.** Staff Speakers: David Assmann, Acting Director (10 minutes), Joseph Salem, Budget and Finance Manager (10 minutes) (Informational Report and Discussion)
8. **New Business/Future Agenda Items.** (Discussion)



**9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

**10. Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

**The next Operations Committee meeting is scheduled for Wednesday, July 21, 2010 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.**

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**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [soff@sfgov.org](mailto:soff@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: April 15, 2010





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**Our home. Our city. Our planet.**



GAVIN NEWSOM  
Mayor

DAVID ASSMANN  
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING DRAFT MINUTES**

**WEDNESDAY, APRIL 21, 2010, 5:00 P.M.  
Department of the Environment Eco Center  
11 Grove Street  
San Francisco, CA 94102**

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DOCUMENTS DEPT**

**MAY - 4 2010**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jane MarieFrancis Martin, and Matt Tuchow

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Operations Committee meeting convened at 5:10 p.m. Present: Commissioners Mok, Martin and Tuchow (5:25 p.m.)

Item 2 was heard after Item 7.

2. **Approval of Minutes of the January 20, 2010 Operations Committee Rescheduled Meeting.** (Explanatory Document: January 20, 2010 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Commissioner Mok and second by Commissioner Tuchow, the January 20, 2010 Meeting Minutes were approved (AYES: Commissioners Mok, Tuchow and \*Martin; Noes: None). \*Note: Commissioner Martin requested that a notation be made that she was not a member at the time of the January 20, 2010 meeting and is approving the meeting minutes based on the other members verification of its accuracy. Ms. Fish stated that she would provide legal counsel response on the process for approving meeting minutes when a member is not present for a meeting.

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public present at this time.

Item 7 was heard before Items 4-6.

4. **Review and Approval of Department of the Environment Funding Recommendations for Environmental Justice Grants.** Sponsor: David Assmann, Acting Director; Speaker: Anne Eng, Environmental Justice Program Manager (Explanatory Document: Environmental Justice Program Funding Recommendations for Grant Awards (2010-2012) (Discussion and Action)

Department of the Environment, City and County of San Francisco  
11 Grove Street, San Francisco, CA 94102

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Ms. Eng reported that the Department's Environmental Justice (EJ) grants were initially established with \$13 million in state funds, most of which have been disbursed since 2000. The Department's EJ program will be concluding its grant program with disbursement of final grant awards over the next two years. The EJ program is recommending grant awards to four different non-profit groups, covering fiscal years 2010-11 and 2011-12, for a combined total of approximately \$165,000. Two of the awards are for one-year terms, and two are for two-year terms. In past years, an average of \$500,000 was disbursed per year, so there is a significant reduction in the amount of money left to disburse for the final funding cycle.

Commissioner Tuchow inquired about the source of grant funding. Ms. Eng explained that state money originally came to the City through a state appropriation, as a result of PG&E divestiture proceedings. The Department has been managing the grant funds for the past ten years. Commissioner Tuchow inquired how the \$13 million was appropriated. Ms. Eng explained that \$13 million was originally provided by the state legislature as part of California Public Utilities Commission's budget in 1998, and the funds were transferred to the City to address community environmental concerns in the Southeast neighborhoods of Bayview-Hunters Point and Potrero Hill, where fossil-fueled power plants had been operating. Over \$8 million was awarded in grants in the first year, and that more reasonable sized grants were awarded through the following years. The recommended grant awards covering the next two years will be considered the last funding cycle. For the past ten years, EJ grant funds have been awarded to non-profit groups to address environmental concerns in the Southeast area and to help fund the Department EJ program's staffing costs.

Commissioner Tuchow inquired whether the money could be used to create a sustainable fund. Ms. Eng stated that it was not possible for the money to be placed in a fund to earn interest because it was placed on reserve with the Board of Supervisors, and every year a formal request has to be made for a release of the EJ grant funds from reserve. She explained that the recommended grant awards are being aired in a public process before the Operations Committee, the full Commission at their July meeting, and the Board of Supervisors' Finance Committee when the funds are released from reserve.

Commissioner Tuchow inquired how the finalists were selected. Ms. Eng explained that finalists were selected through a structured, objective, competitive process. Grant applications were received after issuance of a Request for Proposals (RFP). Applications were reviewed for completeness, and a panel of readers read and scored proposals. Applications receiving a score of 70 or higher were invited for an oral interview. Applicants were scored based on a combined total of their written and oral scores, and based on that ranking, funding recommendations were made. Out of the ten applications received, four were selected for funding. Grantees would be informed after today's meeting that their awards have been conditionally approved and subject to review and approval by the Commission and the Board of Supervisors Finance Committee.

Ms. Eng reported that the four grantees selected include (1) Bret Harte Elementary School's Parents Teacher Association (PTA) proposal to develop and maintain a gardening project at the school campus that integrates the core curriculum (math, science, language arts) with hands-on science learning and gardening lessons; (2) Literacy for Environmental Justice proposal to expand and maintain a native plant nursery located at the Candlestick State Park in the Bayview Hunters Point neighborhood; (3) Urban Sprouts proposal to operate and maintain a school garden and a garden-based environmental leadership program at International Studies Academy in Potrero Hill, to improve youth and their families' access to nutritious and fresh produce and their knowledge of gardening and local food systems; and (4) Southeast Food Access Workgroup proposal to develop and operate the Food Guardians project, to increase the capacity of local residents and community organizations in Bayview Hunters Point neighborhood to advocate for easy access to healthy food, develop educational experiences that support the growing,

healthful preparation and regular consumption of healthy food, and monitor grocery stores in the community (see Environmental Justice Funding Recommendations Explanatory Document).

Commissioner Mok motioned, second by Commissioner Tuchow to recuse Commissioner Martin from voting (AYES: Commissioners Mok and Tuchow). Commissioner Tuchow motioned, second by Commissioner Mok to approve Environmental Justice funding recommendations for recommendation to the full Commission at the July 27, 2010 meeting.

**5. Review and Approval of Department of the Environment Funding Recommendations for Zero Waste Grants.** Sponsor: David Assmann, Acting Director; Speaker: Kevin Drew, Residential Zero Waste Coordinator (Explanatory Document: Zero Waste Program Funding Recommendations for Grant Awards as Amended (2010-2012) (Discussion and Action)

Mr. Drew reported that the Zero Waste Program has been awarding grants to community groups since the early 1980's. The Department of the Environment has funded non-profits that at that time were just starting, which was pre-curb-side when community groups were some of the only recycling opportunities in the City. This program has continued unabated for the last 20+ years. Mr. Drew reported that a two-year award of \$1.2 million dollars, approximately \$600,000 each year, would be awarded for the next two years to thirteen groups. He explained that grant funding has decreased over the past budget years because of shifting of funds to other program areas to provide zero waste services; e.g., the Outreach program to provide multi-family outreach. Mr. Drew reported that thirteen grant awards are being recommended from twenty-two proposals received. He stated that the proposals received this year were different and better written than in the past possibly because of the switch from a one-year to two-year application process.

Mr. Drew reported that the Zero Waste and Environmental Justice grant application process was separate in the past, and staff had worked very hard to combine the two in the last five years, particularly in the past two years. The structure has been very helpful. He explained that the selection process was similar to the Environmental Justice process and there was a cross over of staff participation in the interview panel in order to attain a professional perspective. A member of Recology also participated in the process. Commissioner Tuchow inquired about the source of grant funding. Mr. Drew explained that funding is from the Impound Account. Commissioner Mok inquired how many grants were awarded in the previous cycle. Mr. Drew stated that 11 grantees were selected for a two-year cycle in the previous term. He explained that a two-year application process is more efficient than the one-year because it resulted in better proposals received.

Ms. Kiely stated that everyone interviewed in the final selection process received funding, but amounts are less than what was requested. Three new groups were selected for funding recommendations, Connect the Dots, Jewish Community Center of San Francisco, and Fisherman's Wharf Community Benefit District. Mr. Drew explained that dollar amounts would be finalized and brought to the Commission in July after the Department budget has been finalized. It was stated that grantees were selected based on performance criteria of tons diversion that is derived from quarterly reports provided by the grantees.

Commissioner Tuchow inquired whether the Impound Account amount varies from year to year. Mr. Salem explained that the Impound funds are tied to the five-year rate process. Every five years, a schedule is set of what the Department receives from garbage rates and does increase every year. The line amount for grants is set for total dollars by program area. Mr. Drew explained that the rate process is set through the garbage rates for a single 32-gallon can so all Department and Recology's activities have to be paid for through that rate. He explained that in the current rate process that started in 2007, there are line-item projections for five years for grants as well as outreach. Money can be moved around in these categories. Commissioner Tuchow inquired whether there was discretion in the number of grantees that should be selected. Mr. Drew stated that there is discretion in the grant-making process, and that direction can be



given through the Commission or the Mayor. He stated that the theory is to involve a lot of groups in order to reach zero waste. Then the objective would be to prepare a zero waste plan that would feed into a green economy and create green jobs.

Upon Motion by Commissioner Tuchow and second by Commissioner Mok, Commissioner Martin was recused (AYES: Commissioners Tuchow and Mok). Upon Motion by Commissioner Tuchow and second by Commissioner Mok, the Zero Waste Grant Program Funding Recommendations were approved for recommendation to the Commission at their July 27, 2010 meeting.

**6. EnvironmentNow Program Status Report and Integration into Department Programs.** Sponsor: Commissioner Alan Mok; Staff Speaker: Donald Oliveira, Green Jobs Coordinator (Explanatory Documents: Environment Now by Numbers and Environment Now Activity Calendar (Informational Report and Discussion))

Mr. Oliveira reported that the EnvironmentNow Program has three coordinators assigned to 35 public service trainees. He described challenges that the job-training program is facing such as retention and not having enough coordinators to manage the number of staff and provide the type of services required, e.g., counseling, quality control of information provided, and providing assessments. Program staff has been reduced from 40 to 35 in the last few weeks--attrition and the ability to fill existing positions is being experienced.

Mr. Oliveira stated that program staff is working in the City every day on fifteen unique campaigns/projects that require specific training, deliverables, outreach material, and tracking. He discussed the successes of the program as explained in the Explanatory Document "Environment by the Numbers." He stated that staff has visited 1600 businesses for the Energy Watch program, 75 apartment complexes to set up recycling and composting services for the Green Apartment program, 500 trees were planted by urban forest teams, 3000 businesses visited promoting the Mandatory Recycling and Composting Ordinance, 7200 phone calls made to Districts 9 and 10 regarding recycling, composting and hazardous waste management, 100% increase in composting collection in District 10 since Zero Waste, Residential Outreach Team began door-to-door campaign, and 500 businesses were visited for Styrobusting Program.

Mr. Oliveira distributed a Sunday through Saturday schedule of EnvironmentNow activities (see explanatory document). He stated that there are 15 programs, and each program has a varying amount of hours per week with different crews and shifts assigned. Each project requires the coordinator to determine assignments, identify who is capable and trained, how long programs will last, who will train and supervise staff, identify required materials, and relay accurate information. Mr. Oliveira stated that the program is growing faster than is expected and would be more manageable if three coordinators were assigned to manage twenty people working on five projects, as was the case in the beginning of the program.

Commissioner Mok inquired how the EnvironmentNow program would be integrated into the Department's Outreach program. Mr. Oliveira stated that EnvironmentNow coordinators rely on the Outreach team for support in terms of strategizing and production of material for dissemination to residents and businesses. Program staff provides feedback to the Outreach Team to include in the outreach material. They are in a holding pattern until Department programs provide work for EnvironmentNow staff. He explained that in the beginning of the program, he was requesting projects from staff, and now there are more projects than are manageable, so next steps are being considered. Ms. Eng stated that there are approximately ten people in the Public Outreach team. Half are in the School Education team working on activities such as school assemblies, and the other half are working on activities such as creating marketing materials, working with contractors, creating brochures and advertising, and web-page design. The EnvironmentNow team actually

goes out to residents and businesses in the community to provide more direct contact than the Outreach Team.

Mr. Oliveria reported that the program is scheduled for continuation in the future and discussed next steps being considered that include (1) hiring an additional coordinator; (2) coordination of activities with the Outreach team; and (3) providing job counseling skills, e.g. resume preparation, identifying future career paths. Commissioner Martin asked if the intent of the program was to hire 100 staff. Mr. Oliveira stated that figure was selected before it was understood what type of management was required.

Commissioner Martin inquired whether there was a possibility for the program to grow if additional coordinators were hired. Mr. Oliveira confirmed that would be the case. He explained that staff's job levels are not consistent and suggested that there be two coordinators assigned to ten people. Currently, staff is managing two programs (1) for staff that are job-ready and (2) others that require teaching of soft skills. Commissioner Martin suggested hiring people within the applicant pool to manage staff. Mr. Oliveira explained that there are people in the program that are ready to be leaders, and he is working on a job reclassification for those individuals. He explained that the EnvironmentNow Program is suitable for people who have successfully completed job-training programs through Good Will, Clean Cities Conservation Corp, and who have staff to work through barriers, and then come to work at the Department of the Environment to increase their ceiling.

Commissioner Tuchow left the meeting at this time (6:15 p.m.)  
Item 7 was heard before Items 4-6.

**7. Department of the Environment's Draft Budget Update for Fiscal Year 2010-11.** Staff Speakers: Joseph Salem, Budget and Finance Manager (Informational Report and Discussion) (Explanatory Documents: Department of the Environment Draft Budget 2010-11 by Program and 2010-11 Budget Detail).

Mr. Salem reported that the only change to the budget since it was presented to the Operations Committee at the January 20, 2010 meeting was the Energy Watch grant totals which changed to a one-fiscal year term from a three-year term. The budget presented to the Commission on January 26<sup>th</sup> and the budget presented today reflects only the net fiscal year's budgeted amount for the Energy Watch grant program, and reduces the Department's total budget from \$25 million to \$19,465,000. Mr. Salem explained that the budget would dramatically change once the unions ratify agreements to implement furloughs and reduce salaries by 4.62%. Once that happens, all salaries and smaller portions of benefits would be reduced, and all budget numbers would change as a result. Commissioner Mok inquired about the hearing schedule to approve the budget. Mr. Salem reported that the Department's budget is scheduled to be heard at the Board of Supervisors on June 17 and 24.

Mr. Salem discussed the Department's program area budget and provided comparisons from the previous fiscal year to the current. He explained that the Environmental Justice program was reduced because they would be granting out less next year than in previous years. There is a lower budget for grants in 2010-11 than 2009-10 which accounts for almost all of the 46% decrease. Ms. Eng, Environmental Justice Program Manager, explained that the Department has been managing a \$13 million fund for ten years which is decreasing. Approximately \$500,000 in grant money was allocated in previous fiscal years. This year, grants would be reduced to \$105,000 because of a reduction in funds available in the \$13 million fund. Commissioner Martin asked whether there would be grants pursued in the future. Ms. Eng reported that fundraising has been successful through the years and is continuing for various projects and services that would be factored in the budget at a later date. Commissioner Martin requested information about the difference in the non-personal services figure of \$15,200 in 2010-11 and \$3,500 in 2009-10. Mr. Salem



confirmed that figure was incorrect and totals would change as a result. He reported that there was also a reduction in grants in the Toxics Reduction program.

Commissioner Martin inquired about the reduction in the Clean Air program figures for services of other departments. Mr. Salem explained that he believes that the \$300,000 in 2009-10 were for grants to the Taxi Commission to offset green taxi purchases. He explained that this category reflects payments to other departments for a service that is paid from grants received. Mr. Salem reported that Clean Air Commuter Benefits program services of other departments were reclassified and would be reflected in recovery figures, not expenditure totals. Commissioner Tuchow joined the meeting at this time.

Commissioner Martin inquired about the 132% increase in the Clean Air program for non-personal services. Mr. Salem explained that this category covers everything from travel to subscriptions, memberships, professional services, and space rental. He stated that this particular increase was a result of additional grants received for additional professional services, e.g. for services of a Commuter Benefits Administrator. Commissioner Martin inquired about the zero figure listed for Green Building materials and supplies. Mr. Salem stated that Administration purchases offices supplies for program areas. This particular category is for purchases of tangible items such as waste and recycling bins, products that are purchased that are physical items and not part of the functioning of the Department. Commissioner Martin inquired about the 99% decrease in non-personal services in Outreach. Mr. Salem explained that a large part of the funding for Outreach was from the Department of Conservation bottle bill which was taken away by the state. Word was received this week that a portion of that funding would be reinstated this year and next. As a result, the non-personal services budget would increase by approximately \$109,000 for the next fiscal year.

Mr. Salem reported that the increase in Administration salaries and benefits is based on the fact that in this fiscal year the Mayor's Office increased attrition by \$200,000, and the Department did not experience near that attrition in this fiscal year and is not expected to in the next fiscal year, so the negative dollar amount of attrition was removed. The figure looks like an increase but reflects actual expenditures. Administration non-personal services is increasing mostly because of space rental for the Environment Now program at 401 Van Ness, 11 Grove rent increases, for converting basement to more meeting space, so meeting space on the first floor can be converted to people space. Administration materials and supplies category increased because funding was cut for this fiscal year by the Board of Supervisors, and money is needed to upgrade 80% of older computers. A discussion was held on City purchasing procedures for electronic purchases.

8. **New Business/Future Agenda Items.** (Discussion) Ms. Fish reported that the next Operations Committee meeting is scheduled for July 21, 2010 and an agenda planning session would be scheduled.
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public present at this time.
10. **Adjournment.** The Operations Committee Meeting adjourned at 6:17 p.m.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved:



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GAVIN NEWSOM

Mayor

DAVID ASSMANN

Acting Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING APPROVED MINUTES**

**WEDNESDAY, APRIL 21, 2010, 5:00 P.M.  
Department of the Environment Eco Center  
11 Grove Street  
San Francisco, CA 94102**

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DOCUMENTS DEPT**

**JUL 29 2010**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jane MarieFrancis Martin, and Matt Tuchow

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Operations Committee meeting convened at 5:10 p.m. Present: Commissioners Mok, Martin and Tuchow (5:25 p.m.)

Item 2 was heard after Item 7.

2. **Approval of Minutes of the January 20, 2010 Operations Committee Rescheduled Meeting.** (Explanatory Document: January 20, 2010 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Commissioner Mok and second by Commissioner Tuchow, the January 20, 2010 Meeting Minutes were approved (AYES: Commissioners Mok, Tuchow and \*Martin; Noes: None). \*Note: Commissioner Martin requested that a notation be made that she was not a member at the time of the January 20, 2010 meeting and is approving the meeting minutes based on the other members verification of its accuracy. Ms. Fish stated that she would provide legal counsel response on the process for approving meeting minutes when a member is not present for a meeting.

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4. **Review and Approval of Department of the Environment Funding Recommendations for Environmental Justice Grants.** Sponsor: David Assmann, Acting Director; Speaker: Anne Eng, Environmental Justice Program Manager (Explanatory Document: Environmental Justice Program Funding Recommendations for Grant Awards (2010-2012) (Discussion and Action)

Department of the Environment, City and County of San Francisco

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Ms. Eng reported that the Department's Environmental Justice (EJ) grants were initially established with \$13 million in state funds, most of which have been disbursed since 2000. The Department's EJ program will be concluding its grant program with disbursement of final grant awards over the next two years. The EJ program is recommending grant awards to four different non-profit groups, covering fiscal years 2010-11 and 2011-12, for a combined total of approximately \$165,000. Two of the awards are for one-year terms, and two are for two-year terms. In past years, an average of \$500,000 was disbursed per year, so there is a significant reduction in the amount of money left to disburse for the final funding cycle.

Commissioner Tuchow inquired about the source of grant funding. Ms. Eng explained that state money originally came to the City through a state appropriation, as a result of PG&E divestiture proceedings. The Department has been managing the grant funds for the past ten years. Commissioner Tuchow inquired how the \$13 million was appropriated. Ms. Eng explained that \$13 million was originally provided by the state legislature as part of California Public Utilities Commission's budget in 1998, and the funds were transferred to the City to address community environmental concerns in the Southeast neighborhoods of Bayview-Hunters Point and Potrero Hill, where fossil-fueled power plants had been operating. Over \$8 million was awarded in grants in the first year, and that more reasonable sized grants were awarded through the following years. The recommended grant awards covering the next two years will be considered the last funding cycle. For the past ten years, EJ grant funds have been awarded to non-profit groups to address environmental concerns in the Southeast area and to help fund the Department EJ program's staffing costs.

Commissioner Tuchow inquired whether the money could be used to create a sustainable fund. Ms. Eng stated that it was not possible for the money to be placed in a fund to earn interest because it was placed on reserve with the Board of Supervisors, and every year a formal request has to be made for a release of the EJ grant funds from reserve. She explained that the recommended grant awards are being aired in a public process before the Operations Committee, the full Commission at their July meeting, and the Board of Supervisors' Finance Committee when the funds are released from reserve.

Commissioner Tuchow inquired how the finalists were selected. Ms. Eng explained that finalists were selected through a structured, objective, competitive process. Grant applications were received after issuance of a Request for Proposals (RFP). Applications were reviewed for completeness, and a panel of readers read and scored proposals. Applications receiving a score of 70 or higher were invited for an oral interview. Applicants were scored based on a combined total of their written and oral scores, and based on that ranking, funding recommendations were made. Out of the ten applications received, four were selected for funding. Grantees would be informed after today's meeting that their awards have been conditionally approved and subject to review and approval by the Commission and the Board of Supervisors Finance Committee.

Ms. Eng reported that the four grantees selected include (1) Bret Harte Elementary School's Parents Teacher Association (PTA) proposal to develop and maintain a gardening project at the school campus that integrates the core curriculum (math, science, language arts) with hands-on science learning and gardening lessons; (2) Literacy for Environmental Justice proposal to expand and maintain a native plant nursery located at the Candlestick State Park in the Bayview Hunters Point neighborhood; (3) Urban Sprouts proposal to operate and maintain a school garden and a garden-based environmental leadership program at International Studies Academy in Potrero Hill, to improve youth and their families' access to nutritious and fresh produce and their knowledge of gardening and local food systems; and (4) Southeast Food Access Workgroup proposal to develop and operate the Food Guardians project, to increase the capacity of local residents and community organizations in Bayview Hunters Point neighborhood to advocate for easy access to healthy food, develop educational experiences that support the growing,

healthful preparation and regular consumption of healthy food, and monitor grocery stores in the community (see Environmental Justice Funding Recommendations Explanatory Document). Commissioner Mok motioned, second by Commissioner Tuchow to recuse Commissioner Martin from voting (AYES: Commissioners Mok and Tuchow). Commissioner Tuchow motioned, second by Commissioner Mok to approve Environmental Justice funding recommendations for recommendation to the full Commission at the July 27, 2010 meeting.

**5. Review and Approval of Department of the Environment Funding Recommendations for Zero Waste Grants.** Sponsor: David Assmann, Acting Director; Speaker: Kevin Drew, Residential Zero Waste Coordinator (Explanatory Document: Zero Waste Program Funding Recommendations for Grant Awards as Amended (2010-2012) (Discussion and Action)

Mr. Drew reported that the Zero Waste Program has been awarding grants to community groups since the early 1980's. The Department of the Environment has funded non-profits that at that time were just starting, which was pre-curb-side when community groups were some of the only recycling opportunities in the City. This program has continued unabated for the last 20+ years. Mr. Drew reported that a two-year award of \$1.2 million dollars, approximately \$600,000 each year, would be awarded for the next two years to thirteen groups. He explained that grant funding has decreased over the past budget years because of shifting of funds to other program areas to provide zero waste services; e.g., the Outreach program to provide multi-family outreach. Mr. Drew reported that thirteen grant awards are being recommended from twenty-two proposals received. He stated that the proposals received this year were different and better written than in the past possibly because of the switch from a one-year to two-year application process.

Mr. Drew reported that the Zero Waste and Environmental Justice grant application process was separate in the past, and staff had worked very hard to combine the two in the last five years, particularly in the past two years. The structure has been very helpful. He explained that the selection process was similar to the Environmental Justice process and there was a cross over of staff participation in the interview panel in order to attain a professional perspective. A member of Recology also participated in the process. Commissioner Tuchow inquired about the source of grant funding. Mr. Drew explained that funding is from the Impound Account. Commissioner Mok inquired how many grants were awarded in the previous cycle. Mr. Drew stated that 11 grantees were selected for a two-year cycle in the previous term. He explained that a two-year application process is more efficient than the one-year because it resulted in better proposals received.

Ms. Kielty stated that everyone interviewed in the final selection process received funding, but amounts are less than what was requested. Three new groups were selected for funding recommendations, Connect the Dots, Jewish Community Center of San Francisco, and Fisherman's Wharf Community Benefit District. Mr. Drew explained that dollar amounts would be finalized and brought to the Commission in July after the Department budget has been finalized. It was stated that grantees were selected based on performance criteria of tons diversion that is derived from quarterly reports provided by the grantees.

Commissioner Tuchow inquired whether the Impound Account amount varies from year to year. Mr. Salem explained that the Impound funds are tied to the five-year rate process. Every five years, a schedule is set of what the Department receives from garbage rates and does increase every year. The line amount for grants is set for total dollars by program area. Mr. Drew explained that the rate process is set through the garbage rates for a single 32-gallon can so all Department and Recology's activities have to be paid for through that rate. He explained that in the current rate process that started in 2007, there are line-item projections for five years for grants as well as outreach. Money can be moved around in these categories. Commissioner Tuchow inquired whether there was discretion in the number of grantees that should be selected. Mr. Drew stated that there is discretion in the grant-making process, and that direction can be



given through the Commission or the Mayor. He stated that the theory is to involve a lot of groups in order to reach zero waste. Then the objective would be to prepare a zero waste plan that would feed into a green economy and create green jobs.

Upon Motion by Commissioner Tuchow and second by Commissioner Mok, Commissioner Martin was recused (AYES: Commissioners Tuchow and Mok). Upon Motion by Commissioner Tuchow and second by Commissioner Mok, the Zero Waste Grant Program Funding Recommendations were approved for recommendation to the Commission at their July 27, 2010 meeting.

**6. EnvironmentNow Program Status Report and Integration into Department Programs.** Sponsor: Commissioner Alan Mok; Staff Speaker: Donald Oliveira, Green Jobs Coordinator (Explanatory Documents: Environment Now by Numbers and Environment Now Activity Calendar (Informational Report and Discussion))

Mr. Oliveira reported that the EnvironmentNow Program has three coordinators assigned to 35 public service trainees. He described challenges that the job-training program is facing such as retention and not having enough coordinators to manage the number of staff and provide the type of services required, e.g., counseling, quality control of information provided, and providing assessments. Program staff has been reduced from 40 to 35 in the last few weeks--attrition and the ability to fill existing positions is being experienced.

Mr. Oliveira stated that program staff is working in the City every day on fifteen unique campaigns/projects that require specific training, deliverables, outreach material, and tracking. He discussed the successes of the program as explained in the Explanatory Document "Environment by the Numbers." He stated that staff has visited 1600 businesses for the Energy Watch program, 75 apartment complexes to set up recycling and composting services for the Green Apartment program, 500 trees were planted by urban forest teams, 3000 businesses visited promoting the Mandatory Recycling and Composting Ordinance, 7200 phone calls made to Districts 9 and 10 regarding recycling, composting and hazardous waste management, 100% increase in composting collection in District 10 since Zero Waste, Residential Outreach Team began door-to-door campaign, and 500 businesses were visited for Styrobusting Program.

Mr. Oliveira distributed a Sunday through Saturday schedule of EnvironmentNow activities (see explanatory document). He stated that there are 15 programs, and each program has a varying amount of hours per week with different crews and shifts assigned. Each project requires the coordinator to determine assignments, identify who is capable and trained, how long programs will last, who will train and supervise staff, identify required materials, and relay accurate information. Mr. Oliveira stated that the program is growing faster than is expected and would be more manageable if three coordinators were assigned to manage twenty people working on five projects, as was the case in the beginning of the program.

Commissioner Mok inquired how the EnvironmentNow program would be integrated into the Department's Outreach program. Mr. Oliveira stated that EnvironmentNow coordinators rely on the Outreach team for support in terms of strategizing and production of material for dissemination to residents and businesses. Program staff provides feedback to the Outreach Team to include in the outreach material. They are in a holding pattern until Department programs provide work for EnvironmentNow staff. He explained that in the beginning of the program, he was requesting projects from staff, and now there are more projects than are manageable, so next steps are being considered. Ms. Eng stated that there are approximately ten people in the Public Outreach team. Half are in the School Education team working on activities such as school assemblies, and the other half are working on activities such as creating marketing materials, working with contractors, creating brochures and advertising, and web-page design. The EnvironmentNow team actually

goes out to residents and businesses in the community to provide more direct contact than the Outreach Team.

Mr. Oliveria reported that the program is scheduled for continuation in the future and discussed next steps being considered that include (1) hiring an additional coordinator; (2) coordination of activities with the Outreach team; and (3) providing job counseling skills, e.g. resume preparation, identifying future career paths. Commissioner Martin asked if the intent of the program was to hire 100 staff. Mr. Oliveira stated that figure was selected before it was understood what type of management was required.

Commissioner Martin inquired whether there was a possibility for the program to grow if additional coordinators were hired. Mr. Oliveira confirmed that would be the case. He explained that staff's job levels are not consistent and suggested that there be two coordinators assigned to ten people. Currently, staff is managing two programs (1) for staff that are job-ready and (2) others that require teaching of soft skills. Commissioner Martin suggested hiring people within the applicant pool to manage staff. Mr. Oliveira explained that there are people in the program that are ready to be leaders, and he is working on a job reclassification for those individuals. He explained that the EnvironmentNow Program is suitable for people who have successfully completed job-training programs through Good Will, Clean Cities Conservation Corp, and who have staff to work through barriers, and then come to work at the Department of the Environment to increase their ceiling.

Commissioner Tuchow left the meeting at this time (6:15 p.m.)  
Item 7 was heard before Items 4-6.

**7. Department of the Environment's Draft Budget Update for Fiscal Year 2010-11.** Staff Speakers: Joseph Salem, Budget and Finance Manager (Informational Report and Discussion) (Explanatory Documents: Department of the Environment Draft Budget 2010-11 by Program and 2010-11 Budget Detail).

Mr. Salem reported that the only change to the budget since it was presented to the Operations Committee at the January 20, 2010 meeting was the Energy Watch grant totals which changed to a one-fiscal year term from a three-year term. The budget presented to the Commission on January 26<sup>th</sup> and the budget presented today reflects only the net fiscal year's budgeted amount for the Energy Watch grant program, and reduces the Department's total budget from \$25 million to \$19,465,000. Mr. Salem explained that the budget would dramatically change once the unions ratify agreements to implement furloughs and reduce salaries by 4.62%. Once that happens, all salaries and smaller portions of benefits would be reduced, and all budget numbers would change as a result. Commissioner Mok inquired about the hearing schedule to approve the budget. Mr. Salem reported that the Department's budget is scheduled to be heard at the Board of Supervisors on June 17 and 24.

Mr. Salem discussed the Department's program area budget and provided comparisons from the previous fiscal year to the current. He explained that the Environmental Justice program was reduced because they would be granting out less next year than in previous years. There is a lower budget for grants in 2010-11 than 2009-10 which accounts for almost all of the 46% decrease. Ms. Eng, Environmental Justice Program Manager, explained that the Department has been managing a \$13 million fund for ten years which is decreasing. Approximately \$500,000 in grant money was allocated in previous fiscal years. This year, grants would be reduced to \$105,000 because of a reduction in funds available in the \$13 million fund. Commissioner Martin asked whether there would be grants pursued in the future. Ms. Eng reported that fundraising has been successful through the years and is continuing for various projects and services that would be factored in the budget at a later date. Commissioner Martin requested information about the difference in the non-personal services figure of \$15,200 in 2010-11 and \$3,500 in 2009-10. Mr. Salem



confirmed that figure was incorrect and totals would change as a result. He reported that there was also a reduction in grants in the Toxics Reduction program.

Commissioner Martin inquired about the reduction in the Clean Air program figures for services of other departments. Mr. Salem explained that he believes that the \$300,000 in 2009-10 were for grants to the Taxi Commission to offset green taxi purchases. He explained that this category reflects payments to other departments for a service that is paid from grants received. Mr. Salem reported that Clean Air Commuter Benefits program services of other departments were reclassified and would be reflected in recovery figures, not expenditure totals. Commissioner Tuchow joined the meeting at this time.

Commissioner Martin inquired about the 132% increase in the Clean Air program for non-personal services. Mr. Salem explained that this category covers everything from travel to subscriptions, memberships, professional services, and space rental. He stated that this particular increase was a result of additional grants received for additional professional services, e.g. for services of a Commuter Benefits Administrator. Commissioner Martin inquired about the zero figure listed for Green Building materials and supplies. Mr. Salem stated that Administration purchases offices supplies for program areas. This particular category is for purchases of tangible items such as waste and recycling bins, products that are purchased that are physical items and not part of the functioning of the Department. Commissioner Martin inquired about the 99% decrease in non-personal services in Outreach. Mr. Salem explained that a large part of the funding for Outreach was from the Department of Conservation bottle bill which was taken away by the state. Word was received this week that a portion of that funding would be reinstated this year and next. As a result, the non-personal services budget would increase by approximately \$109,000 for the next fiscal year.

Mr. Salem reported that the increase in Administration salaries and benefits is based on the fact that in this fiscal year the Mayor's Office increased attrition by \$200,000, and the Department did not experience near that attrition in this fiscal year and is not expected to in the next fiscal year, so the negative dollar amount of attrition was removed. The figure looks like an increase but reflects actual expenditures. Administration non-personal services is increasing mostly because of space rental for the Environment Now program at 401 Van Ness, 11 Grove rent increases, for converting basement to more meeting space, so meeting space on the first floor can be converted to people space. Administration materials and supplies category increased because funding was cut for this fiscal year by the Board of Supervisors, and money is needed to upgrade 80% of older computers. A discussion was held on City purchasing procedures for electronic purchases.

8. **New Business/Future Agenda Items.** (Discussion) Ms. Fish reported that the next Operations Committee meeting is scheduled for July 21, 2010 and an agenda planning session would be scheduled.
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public present at this time.
10. **Adjournment.** The Operations Committee Meeting adjourned at 6:17 p.m.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved: July 21, 2010



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GAVIN NEWSOM  
Mayor

DAVID ASSMANN  
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**NOTICE OF REGULAR MEETING AND AGENDA**

**Wednesday, July 21, 2010, 5:00 P.M.**

**JUL 15 2010**

**Department of the Environment Eco Center**

**11 Grove Street  
San Francisco, CA 94102**

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COMMITTEE MEMBERS: COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jane MarieFrancis Martin and Matt Tuchow

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the April 21, 2010 Operations Committee Rescheduled Meeting.** (Explanatory Document: April 21, 2010 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Department of the Environment School Education Program Update on Goals and Accomplishments.** Sponsor: David Assmann, Acting Director; Department Speaker: Tamar F. Hurwitz, Environmental Education Manager (10 minutes) (Informational Presentation and Discussion)
5. **Department of the Environment Office Space and Options.** Sponsor and Speaker: David Assmann, Acting Director (10 minutes) (Informational Report and Discussion)
6. **Coordination of Responsibilities between the Commission Operations and Policy Committees.** Sponsor: Commissioner Ruth Gravanis; Speaker: David Assmann, Acting Director (10 minutes) (Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, October 20, 2010 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.



\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes , (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website link <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes.

### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sof@sfgov.org](mailto:sof@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.



**SF Environment**

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GAVIN NEWSOM  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING APPROVED MINUTES  
WEDNESDAY, JULY 21, 2010, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street  
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jane MarieFrancis Martin, and Matt Tuchow

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Operations Committee meeting convened at 5:06 p.m. Present: Commissioners Mok and Martin. Excused: Commissioner Tuchow. Commissioner Gravanis was in attendance for this meeting.
2. **Approval of Minutes of the April 21, 2010 Operations Committee Rescheduled Meeting.** (Explanatory Documents: April 21, 2010 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Commissioner Martin, second by Commissioner Mok, the April 21, 2010 Meeting Minutes were approved without objection (AYES: Commissioners Martin and Mok; Absent: Commissioner Tuchow).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Department of the Environment School Education Program Update on Goals and Accomplishments.** Sponsor: David Assmann, Acting Director; Department Speaker: Tamar F. Hurwitz, Environmental Education Manager (Explanatory Document: School Education Presentation) (Informational Presentation and Discussion)

Ms. Hurwitz discussed the Department of the Environment's School Education K-12 environmental education awareness programs offered to all San Francisco public and private schools. She reported that full-time program staff consisting of Ms. Rachel Pomerantz and herself and rotating intern/associate staff spend most of their time on the "Food to Flowers" lunchroom composting program for approximately 80 public and 45 private schools. She explained that schools are diverting at different levels, and that the goal is to enroll schools and provide them with ongoing support to reach higher diversion rates.



Commissioner Martin inquired whether schools were required to participate in the program. Ms. Hurwitz stated that the school district is separate from the City and is not required to follow all City laws. The School Board supports the program on an administrative level, but can't force schools to participate. Schools are currently stressed with all the other goals they have to meet academically and budget constraints, so not all schools are able to participate. The decision to participate lies with the school principal. The program is recommended, but not required.

Ms. Hurwitz reported on School Education program activities that include:

- Sponsorship of school field trips to (1) Alemany Farm and Heron's Head Park providing outdoor education opportunities; (2) Garden for the Environment where kids learn about programs such as composting, rain harvesting, and (3) the Pier 96 Transfer Station to learn about the recycling infrastructure and where waste goes.
- Administering field trips to Garden for the Environment and educational presentations for the San Francisco Public Utilities Commission (providing buses, administrative support and outreach to teachers) on local water issues, e.g., water pollution prevention measures, rain harvesting. SFPUC provides funding for this program.
- Creation of curriculum and holding class presentations on "Our Water" about San Francisco's local water resources that promotes awareness on the source of water, desalinization, and water pollution prevention measures.
- Framing and holding educational presentations on zero waste with the focus on protecting nature through our actions.
- K-12 stop litter assemblies in partnership with the Department of Public Works.
- An annual art contest following the theme of World Environment Day.
- Teacher workshops—present programs, sharing resources and curriculum that teaches environmental education. The goal is to work with teachers throughout the year to reach students.
- Hosting a school awards ceremony honoring the excellence of school education in San Francisco schools that have done an excellent job with their environmental programs.
- School education website that is a resource library for K-12 curriculum. The website is currently being redesigned.
- Creating fact sheets on issues such as safety of cosmetics, the Great Pacific garbage patch, and the history of San Francisco's food.
- Creating teacher lesson plans such as media literacy to teens, consumption, making comparisons between whole foods and junk foods.
- Annual hiring and training of new interns and associates.

Commissioner Mok inquired whether Ms. Hurwitz works with schools on a state and federal level. Ms. Hurwitz explained that though we only work with local San Francisco schools, she provides consultation and shares material when she receives calls from other cities that are interested in launching composting programs modeled after ours. She reported that the School Education program is leading the nation in many ways and in 2005, won the Governor's Economic and Environmental Leadership Award (GEELA).

Commissioner Martin inquired whether additional funding and resources could be made available at the state and federal level if it could be demonstrated that a need is being met beyond city limits and that the program serves as a model for other cities. Ms. Hurwitz stated that she would discuss seeking grant funding with the Grants and Fundraising Manager for creating curriculum that other cities may have a need for. Ms. Hurwitz stated that Jared Blumenfeld mentioned there was a need for updated educational programming at the Environmental Protection Agency (EPA) and that perhaps a conversation could occur to investigate possibilities.

Commissioner Gravanis stated that the Department's resources should be directed to San Francisco and if information is being shared with outside agencies, costs should be accounted for and justified. If it doesn't cost extra to offer the program to others, then funding does not have to be sought for.

Commissioner Martin stated that staff time directed to audiences outside of city limits should receive some sort of compensation. Ms. Hurwitz stated that offering this service is looked at as an endorsement of the program's activities and creates awareness. Acting Director Assmann reported that there are environmental education programs all over the world that San Francisco can seek out and learn from also.

Ms. Hurwitz discussed the school pen pal program with Calcutta that raised a different type of awareness of other nation's situations and activities. Commissioner Mok inquired about an exchange student summer program, possibly in high schools. Ms. Hurwitz stated that sister city programs can be good opportunities for student exchange programs and can be looked at other grade school levels other than universities. She reported that Barcelona, San Francisco's newest sister city, is in discussion with her about doing a pen pal program with an environmental theme as part of a cultural exchange. Ms. Hurwitz was congratulated for the program's success.

**5. Department of the Environment Office Space and Options.** Sponsor and Speaker: David Assmann, Acting Director (Informational Report and Discussion)

Acting Director Assmann reported that the Department's work space has reached its potential. When all hiring is complete, there will be 96 people on staff at 11 Grove and additional EnvironmentNow staff at 401 Van Ness. If you add EnvironmentNow and staff paid by outside sources, the total staff number is approximately 150. He stated that there is currently no space for volunteers or interns and many may have to work off-site. Commissioner Martin suggested the Library as a possible work-site. Acting Director Assmann stated that conference rooms can be reserved at the Library, but setup would be a difficult process. He explained that the lease at 11 Grove runs out on May 31, 2012, so there is no choice but to stay at the current building and utilize the space at 401 Van Ness. There has been discussion with the Department of Real Estate about attaining new office space in May 2012.

Acting Director Assmann reported that the current solution at 11 Grove is to reconfigure the first and third-floor to add additional office space, lease additional space in the basement to create a conference room, and turn the first-floor conference room into office space. The third-floor conference room has already been converted to office space. There will be conference space in the Eco Center. Commissioner Martin inquired whether all positions are permanent. Acting Director Assmann stated there are City positions that are grant-funded, and some of the positions are based on stimulus funding that runs out in 2012 that may not be renewed; however, he has found funding to retain twelve EnvironmentNow staff and two coordinators. He is also working on attaining additional staff in collaboration with other City departments and their programs.

Acting Director Assmann discussed the current infrastructure at 401 Van Ness that does not have a telephone system, computer network or receptionist and the possibility of expanding the infrastructure in the future if more staff were hired. The expense involved in doing so was noted. He explained that staff is currently utilizing cell phones or doing their phone banking at the Department whenever possible. Phone-banking capabilities may also be set up in a conference room in the future. Commissioner Martin asked whether telecommuting or staggering hours might be an effective alternative. Acting Director Assmann stated that several staff members are currently participating in the telecommuting program and there are other staff members considering participation. He also discussed the possibility of office space for part-time internships on 9-80 Mondays and Fridays.



**6. Coordination of Responsibilities between the Commission Operations and Policy Committees.**

Sponsor: Commissioner Ruth Gravanis; Speaker: Commissioner Ruth Gravanis (Explanatory Document: July 19, 2010 Memo to Operations Committee) (Discussion)

Commissioner Gravanis stated that the Policy Committee is working on long-range agenda planning and noted that Commission/Committee agenda items are guided by new business, various projects, and staff updates. She stated that the Policy Committee reviewed the Commission's Bylaws for future agenda planning and found that there was overlap between the Policy and Operations Committee's responsibilities as the Bylaws state that both Committees are responsible for addressing issues of environmental well-being of the City. The question became how to distinguish between what the two Committees should be responsible for. Commissioner Gravanis reported that in addition, the Bylaws state that the two Committees are supposed to work together to develop recommendations regarding restructuring of environmental programs and activities among the City agencies and departments. The June 14, 2010 Policy Committee Draft Minutes provide background on the Policy Committee discussion (see explanatory document).

Commissioner Gravanis stated that education and outreach are in the purview of the Operations Committee; however, the Policy Committee has held discussions on this topic. She suggested that the two Committees establish a mechanism for working together so that the Commission's policy decisions can help drive funding goals and allocations. Commissioner Mok stated that the Operations Committee is responsible for outreach, operations, and the Department's budget noting that both Committees have their own roles. He asked how the Committees can work together without violating quorum rules. Commissioner Gravanis suggested that one representative from each Committee meet with Acting Director Assmann or other staff members as a working task force.

A discussion was held about the possibility of moving the oversight of communications, education and outreach function from the Operations to the Policy Committee. It was noted that the Policy Committee meets more often and may be able to address this issue more often. Commissioner Mok stated that the EnvironmentNow staff has been assigned to outreach because the Department saw a need for more of a voice in the community. He discussed previous Commission town hall meetings in various City neighborhoods to provide outreach and the success of some of those meetings. Acting Director Assmann stated that several of the neighborhood meetings were successful while others were not as successful. He suggested limiting the neighborhood meetings to possibly two times a year and creating a more relevant better publicized agenda. Commissioner Gravanis noted that these meetings should be better planned so as not to overburden the Commission Secretary. Ms. Fish, Commission Secretary, suggested holding meetings at locations that did not require as much expense and effort into setup, e.g. setting up tables and chairs, projector setup and fees.

Commissioners Mok and Martin suggested that the Operations Committee retain the oversight of communications, education and outreach. Commissioner Martin suggested that the Policy Committee be more mindful about not scheduling agenda items on this function and that there be communication between the two groups on ideas. Commissioner Gravanis stated that there should be some mechanism to keep each Committee informed of each other's work in different areas and suggested reading each other's minutes as one way of keeping apprised of Committee activities.

Acting Director Assmann suggested that the Committees review work priorities and then try to acquire resources to work on those priorities. He stated that funding should be sought for work priorities that the Department would like to work on but has not been able to attain funding for, e.g. urban forest, biodiversity. Commissioner Gravanis suggested that the Policy Committee schedule an agenda item to discuss prioritizing fundraising activities for recommendation to the Commission with a request that Grants and

Fundraising start writing grants on the recommendations. Acting Director Assmann suggested that the Policy Committee work on identifying the work priorities for recommendation to the Operations Committee so that the Operations Committee could brainstorm how to acquire resources for recommendation to the Department.

Commissioner Martin suggested setting up an annual Committee agenda calendar listing topics of discussion, e.g., from the four Operations Committee annual meetings, which ones should include discussions on the budget, funding, incoming and outgoing grants, Strategic Plan, etc. Commissioner Gravanis stated that the due date for submission of the Strategic Plan should be identified so that meetings can be scheduled for both Committees well in advance. Acting Director Assmann stated that he would prepare an annual calendar to include in the July 27, 2010 Commission Director's Report that lists important milestones to help Committees have a structure and to better accommodate agenda items. Commissioner Gravanis stated that the Policy Committee should have the ability to provide input into staff's Strategic Plan drafts incrementally and early in the process. A discussion was held about discussing the Strategic Plan at the Commission's Annual Retreat as was done in the past. Commissioner Gravanis stated that she feels there is also a need for an actual retreat.

Commissioner Gravanis stated that the Policy Committee is working on making future recommendations for Bylaws amendments and discussed proposed suggestions for changes. She noted that the Bylaws section that states the Operations Committee "shall also oversee the public education and outreach to the community on environmental issues and address issues regarding the environmental well-being of the City" overlaps with the Policy Committee function in the section that reads "address issues regarding the environmental well-being of the City." Commissioner Mok suggested that this function should be in the purview of the Policy Committee. She asked that the Operations Committee members review their Bylaws section at a future meeting and provide suggestions with respect to duties. This agenda item was continued for further discussion at the Call of the Chair.

7. **New Business/Future Agenda Items.** (Discussion) Ms. Fish, Commission Secretary, announced that the next Operations Committee meeting is scheduled for Wednesday, October 20, 2010. Acting Director Assmann suggested holding a discussion about budget priorities for next year's budget and incorporating the Strategic Plan into budget priorities. Commissioner Martin requested a discussion on outreach and asked that Committee members be provided with the priorities list to refer to. Commissioner Gravanis noted that Commissioner King had made a request that the Operations Committee review the Department's outgoing grants earlier in the process. Acting Director Assmann reported that the Department is now on a two-year grant cycle and is only in the first year of the cycle. Commissioner Gravanis requested that a discussion on criteria, priorities and process be held at the Committee before grant decisions are made. Commissioner Martin asked that grant decisions be added to the annual meeting schedule list.
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
9. **Adjournment.** The Operations Committee meeting adjourned at 6:15 p.m.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved: October 20, 2010





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GAVIN NEWSOM  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**NOTICE OF REGULAR MEETING AND AGENDA**

**Wednesday, October 20, 2010, 5:00 P.M.**

**Department of the Environment Eco Center**

**11 Grove Street  
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jane MarieFrancis Martin and Angelo King

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 21, 2010 Operations Committee Rescheduled Meeting.** (Explanatory Document: July 21, 2010 Operations Committee Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Department of the Environment Outreach Priorities for 2011.** Sponsor: Commissioner Jane Martin; Speaker: Mark Westlund, Outreach Program Manager (15 minutes) (Explanatory Document: Outreach Priorities List) (Informational Report and Discussion)
5. **Department of the Environment Budget Update and Future Process.** Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (15 minutes) (Informational Report and Discussion)
6. **Review of Operations Committee Duties as described in the Commission on the Environment Bylaws Article VII.** Sponsor: Commissioner Ruth Gravanis (Explanatory Document: Article VII of the Bylaws) (Discussion)
7. **Department of the Environment Office Space Update.** Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (15 minutes) (Informational Report and Discussion)
8. **New Business/Future Agenda Items.** (Discussion)
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, January 19, 2011 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.



\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website link <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes.

#### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

#### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

#### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

#### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

#### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.



**SF Environment**

**Our home. Our city. Our planet.**



GAVIN NEWSOM  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING DRAFT MINUTES  
WEDNESDAY, OCTOBER 20, 2010, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street  
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jane MarieFrancis Martin, and Rahul Prakash

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting convened at 5:10 p.m. Present: Commissioners Mok and King. Excused: Commissioner Martin.
- 2. Approval of Minutes of the July 21, 2010 Operations Committee Rescheduled Meeting.** (Explanatory Documents: July 21, 2010 Operations Committee Draft and Approved Minutes) (Discussion and Action) Upon motion by Commissioner King, second by Commissioner Mok, the July 21, 2010 Meeting Minutes were approved without objection (AYES: Commissioners Mok and King; Absent: Commissioner Martin)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
- 4. Department of the Environment Outreach Priorities for 2011.** Sponsor: Commissioner Jane Martin; Speaker: Mark Westlund, Outreach Program Manager (Explanatory Document: Outreach Priorities List) (Informational Report and Discussion)

Mr. Westlund reported on plans for future outreach campaigns, schematics, and projects. In November, city-wide zero-waste mailers will be distributed to every San Francisco residence and P.O. Box that explains what goes into what cart and will provide information on the home-collection and toxics-reduction programs (approximately 30,000 mailers). A series of focus groups were held in the beginning of the year



to discuss translations and multi-cultural communication methodologies (Spanish, Chinese, and English) on how to effectively sort between the carts. In addition to the mailers, there will be (1) online advertising that will include a Facebook campaign; (2) a poster contest specifically for people learning English in the Bayview and Excelsior districts; (3) Spanish and Chinese television station advertising; and (4) U-Tube, an online streaming broadcast with the Mayor and Jack Macy of the Zero Waste project.

Schematically within Zero Waste, the mandatory recycling message will continue to be reinforced so people know that it is the law, and there will be a focus on future communications on reuse and consumer responsibility. The main focus in the Toxics Reduction area will be to (1) promote home-collection--the previous citywide mailing resulted in a huge increase in reservations for home-collections and drop-offs at centers; (2) continue the message to influence people to use alternative less-toxic products; (3) continue work with grass-root organizers that speak Chinese and Korean to visit dry cleaners to influence them to convert from dry to wet cleaning--ten dry cleaners have been converted so far. There will be continued outreach and financial incentives offered to dry-cleaners who convert to wet-cleaning; and (4) based on recent legislation at the Board of Supervisors toward nail salons, plans are to work with Vietnamese-speaking grass-root teams to visit nail centers to influence them to use less toxic products.

Work was accomplished this year focusing on a message in Spanish for do-it-yourself oil recycling, which will now expand to both Chinese and Spanish. There will be outreach on home improvement energy-efficiency programs, offering residential and commercial incentives funded by different sources. Outreach will continue on commuter benefits and transportation demand management programs. In order to promote behavior change, plans are to expand grassroots outreach with more people on the street visiting specific businesses. There are plans to start improving our presence in social media by developing communications in Facebook and Twitter. The Facebook campaign will start with Zero Waste in November and depending on the success of the campaign, will possibly continue for every program.

The Department is starting to redesign its web page. Commissioner Gravanis is involved in the process and attended the initial meeting of the Working Group. The Eco-finder that is currently on the Department website will be redesigned to be more user-friendly. A partnership is planned with Palo Alto, San Jose, and Alameda County to replace the Eco-Finder and to build a regional database that can be shared with other cities.

Commissioner King stated that zero waste diversion will be impossible to achieve if most of the multi-family units do not have composting bins and cited the housing developments in the Bayview neighborhood as an example. He reported on his discussions with Sunset Scavenger about the contamination found in the recycling bins. Mr. Westlund stated that influencing the multi-family units to recycle was the main reason for the mandatory recycling and composting law. Commissioner King discussed various methodologies for promoting more recognition of environmentally-conscious superstars. He suggested more of a personal and human social media campaign instead of billboard messaging, e.g., newspaper advertising showing people bringing their canvas bags to stores, people calling to have their toxic waste picked up. Commissioner King suggested identifying volunteers to work with Sunnydale housing residents and then planning an event with Sunset Scavenger to recognize the citizens and housing developments that were exceptional in making a change.

Commissioner King stated that he is interested in seeing social media content before it is implemented to make sure that it is fun, social, and information is kept at a higher-level. Mr. Westlund reported that he will

be working with consultants on this effort. Commissioner King suggested establishing a focus group to work with the online consultant. Mr. Westlund reported that the campaign from last year included residents who told their recycling stories and highlighted recycling heroes. There were also bus shelter ads, printed ads, and web-based recycling comments. He would like to start thanking people for their continued efforts. Department Director Nutter stated that it takes the people in the community to make our programs successful, so every opportunity to thank them should be seized. It is important to be reminded about how to always integrate that into the message to the community.

Deputy Director Assmann discussed the problem with recycling in apartment buildings due to past inability to provide service and accessibility. He stated that the City is at a 77% diversion rate, but looking strictly at curbside, which includes apartment buildings, the City is only at 53%, so there is a long way to go. There were several obstacles to getting service in place in the past. One was that before the mandatory and recycling ordinance took effect in 2009, there was no authority to do so. A lot of apartment buildings did not have composting because apartment buildings or managers were not willing to set it up in those buildings--now they have to set it up. It is still incumbent upon the Department of Environment and Recology to go building by building to set up service and educate people to participate in the program, so it will take time. Mr. Westlund stated that apartment building participation has tripled from 20 to 60% as a result of the new law. Deputy Director Assmann reported that the second obstacle involved logistics as there was only one chute in the building and in order to make it work, you either had to have three or no chutes, not one. Commissioner King asked to be kept abreast of progress in this area.

Deputy Director Assmann stated that more work on peer-to-peer education and outreach will be required in conjunction with the Housing Authority. The EnvironmentNow campaign in the Bayview last winter was a good start and resulted in organics participation doubling in the neighborhood. The Bayview is now above the city average where traditionally it was below. It is important to continue the door-to-door discussion with neighbors. While the JobsNow program ended in September, the Department of the Environment was able to maintain 21 people who will be spending more than half of their time on zero waste efforts. Commissioner King stated that there is a need to support Housing Authority efforts in the Sunnydale housing units. Mr. Westlund stated that Sunnydale housing is part of a pilot program that Recology is working on. Commissioner King suggested that a cost-saving analysis be prepared in order to influence participation. He stated that it is important for the Sunnydale housing program to work so similar models can be implemented at Alice Griffith and other multi-family housing units throughout the city. Deputy Director Assmann stated that it is important to support their efforts to succeed.

Commissioner Mok inquired about the public relations firm and in-house staff assigned to the outreach team that works on media. Mr. Westlund stated that a lot of outreach and media campaigns will be done in-house, and there are plans to engage a multi-cultural consultant for specific press outreach to the Chinese and Spanish newspapers. Commissioner Mok suggested more review and follow-up with the public relations firm to ensure that they are doing the right job. Mr. Westlund explained that the majority of the translations will be assigned to contract staff, and in-house staff will be doing a smart part. Commissioner Mok suggested reactivating the Chinese and/or Spanish website that the Department hosted in the past. Mr. Westlund discussed the problems with keeping the website up-to-date through the service provider. Commissioner Mok suggested having a JobsNow staff member translate and update the material as opposed to outsourcing. Mr. Westlund stated that a translator program could be considered. Deputy Director Assmann and Commissioner Mok both agreed that the translator programs do not work effectively.



Commissioner Mok discussed the importance of providing quality and additional outreach online through the website and U-Tube.

Commissioner King stated that he would like to see a report from the consultant about the online content for social media before it is implemented and/or at the next Operations Committee meeting in January. Director Nutter suggested that Commissioner King contact Lawrence Grodeska of Department staff who is assigned to the Facebook and Twitter accounts to provide feedback and exchange ideas. Deputy Director Assmann stated that it is a year-long process so it is a good time to join in. Director Nutter stated that the Neighborhood Empowerment Network (NEN) website [www.Empowersf.org](http://www.Empowersf.org) sets a good example of how to use a video-Twitter website.

**5. Department of the Environment Budget Update and Future Process.** Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (Explanatory Document: Department of the Environment Fiscal Year 2010-11 Budget) (Informational Report and Discussion)

Deputy Director Assmann presented the Department of the Environment's Fiscal Year 2010-11 first quarter budget summary by fund (see explanatory document). He reported that the Department is under-spent in every area and not over-spent in any category. It was explained that the budget is categorized as a General Fund budget, but funding does not really come from the General Fund--it is money received from other City departments, Environmental Justice grant funding, the Impound account for recycling and toxics, outside grant funding, a pass-through account to the Department of Public Works (DPW), federal stimulus money received, and a small gift fund. The majority of funding in the first category (money received from other City departments) is from the Public Utilities Commission for energy and climate work and from other City departments to administer the commuter-benefits program.

Deputy Director Assmann discussed the anomaly in the City's accounting system for the second category (Environmental Justice grant funding), which looks at totals only and does not allow for movement between line items, but allows for expenditures until the money is gone. There is no budget line for salaries, but there is a large amount in other categories with no expenditures. He explained that there is enough money left for two more years in the Environmental Justice grant program that is left over from the original \$13 million appropriation. Other grants are being used to pay for salaries for Environmental Justice staff (a \$250,000 grant was just received), and some of the responsibilities from the Environmental Justice staff are being transferred into other program areas. The exception is the twenty-one staff members from the EnvironmentNow program that the Department will be retaining even though the federal program ended on September 30 and falls under the environmental justice category. The Department of the Environment is the only City department that will continue this program.

The third category is the Impound Account for toxics and recycling which was under-spent in every category. Part of the reason is because it takes time to get programs up and running at the beginning of every fiscal year. Even though the budget starts July 1, it is not finally approved until the end of July so there is uncertainty about what is available. The fourth category (outside grant funds received) is under-spent partly because grant funds are for multiple years. A number of grants were received that started recently and have not been spent yet. One grant was received in August for a duration of twenty-four months, so the entire budget is there, but work only started 1 ½ months ago. A mid-year report that shows an annual budget and more applicable comparisons will be provided at a future meeting.

The fifth area is a pass through from the Department of the Environment (Department) to the Department of Public Works (DPW) for a cigarette-litter fee. Department staff is providing a service to DPW for collecting this fee and passing it through at the end of the year. Commissioner King suggested that DPW either do this work directly or provide the Department with compensation for this service. He stated that it is not appropriate to add this to staff's job descriptions if they are not being compensated for this work. Acting Director Assmann stated that DPW does not have enough staff to do finance and planning, but that he is having discussions with DPW's Director about devoting resources for DPW to do this work directly. The sixth section is federal stimulus funding received, which is under-spent because it got started late and was not activated until last month. The last section is a small amount of gift money that has not been spent yet, but will be by the end of the fiscal year.

Deputy Director Assmann reported that there would be a new process for next year's budget that would require two-year budget planning. The Department will face challenges because it is so heavily dependent on grants, which are hard to predict far out in advance. The budget can be updated, but a forecast will have to be made and will require extra work. The other change is that the Department is working on arrangements with the Controller's Office to be categorized with other Enterprise departments instead of General Fund departments. The budget is scheduled to be heard at the Commission Operations Committee in January for recommendation to the full Commission at their January meeting, and then submitted to the Mayor on February 20<sup>th</sup>.

Deputy Director Assmann reported that several budget areas are secure--the impound account, environmental justice money for another year, energy, clean air, and federal grants for one-and-a-half to two years. Challenges include the Urban Forestry program that is always short of money and there is no outside funding. The EnvironmentNow program has funding set aside from the rate-review process that was not spent this year, but will require more funding the following year when the money has to be directed to the rate-review process. He explained that we were the only City department that continued the program when the federal subsidy ended on September 30<sup>th</sup>. He asked Commissioners for their feedback on the budget process and what preferred format they would like to have the budget presented to them at their January Operations Committee meeting, e.g., narrative of interest, budget tied to program objectives.

Commissioner Mok asked that the budget document be sent to the Operations Committee members two weeks before the meeting so a productive discussion can be held before it goes to the Commission and Mayor's Office. Commissioner King requested narrative tied to funding objectives in order to better understand and make recommendations on funding priorities. Deputy Director Assmann suggested a format that states here is the project, here is the funding received, and here is where it starts and ends. Commissioner King suggested presenting the funding in a timeline fashion similar to scheduling for projects. The budget is scheduled to be heard at the next Commission Operation's Committee on January 19, 2011.

**6. Review of Operations Committee Duties as described in the Commission on the Environment Bylaws Article VII.** Sponsor: Commissioner Ruth Gravanis (Explanatory Document: Article VII of the Bylaws and Memo to Operations Committee from Commissioner Ruth Gravanis) (Discussion)

Ms. Fish reported that Commissioner Gravanis at the last Operations Committee meeting in July sponsored an agenda item and attended the meeting to discuss coordination of responsibilities between the Operations and Policy Committees. She read Commissioner Gravanis's memo to Commissioners (see explanatory



document), and Commissioners considered ways for the Committees to work together and whether a Bylaws amendment would be required. Commissioner Mok stated that at the July meeting, the Operations Committee members agreed that the Policy Committee has a lot of work, and it was agreed that the Operations Committee would retain budget, administrative oversight, structure, education and outreach responsibilities. He suggested that the Commissioners assigned to each Committee review each other's minutes as an effective tool for communication. Acting Director Assmann stated that the duties of the Operations Committee are clear with the exception of the overlap regarding addressing issues regarding the environmental well-being of the City. Commissioner King stated that the Policy Committee is responsible for programmatic oversight and development, and the Operations Committee is responsible for administrative oversight. He explained that there may be an overlap in outreach because the Policy Committee is responsible for planning and development of zero waste and toxics programs and inherent in that responsibility is education and outreach of how to involve the community and City departments to support these efforts.

Committee members and Deputy Director Assmann stated that the best way for Committee members to work together and avoid violating quorum rules is to have one person from each Committee work with a person from another committee. Commissioner King suggested a place holder in the agenda for the Operations Committee to make recommendations to the Policy Committee. Ms. Fish stated that the Policy Committee often has agenda items for recommendation to the Commission and the same can be done for the Operations Committee to the Policy Committee and vice-versa. Commissioner King suggested providing feedback to the Policy Committee that Operations Committee members see their responsibilities to be fine as written in the Bylaws and while there are overlaps, it is believed that the separation comes between administrative oversight and program development and planning, and that the Operations Committee members will work to stay within the confines of those discussions and anything outside of this scope, would be moved to the appropriate Committee for discussion.

**7. Department of the Environment Office Space Update.** Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that the Department is now overcrowded and its lease does not run out until May 31, 2012. We currently have two locations, 11 Grove and War Memorial and would like to find a space and consolidate into one space by the May 31<sup>st</sup> date. He reported that an initial meeting was held with the Real Estate Department to request a space, but there was nothing suitable from a list of options that were made available. The criteria for the space is that (1) it has to be big enough to accommodate 150 people in the Department, especially if it is a long-term lease; (2) it has to be available by May 31, 2012 in order to avoid having to renegotiate and ask for an extension of the current lease; (3) have accessibility or be within a radius to City Hall, e.g., in close proximity to the Powell or Montgomery MUNI stations; (4) to have ground level Eco Center display space; and (5) reasonable rent.

Commissioner Mok inquired whether the office space has to be in a government building. Deputy Director Assmann stated that his preference would be a City-owned property, but the next choice would be a leased building such as we have now. The Real Estate Department is supposed to be able to find the space, but it may be necessary for the Department to find a space. The War Memorial is supposed to be renovated in another year so the twenty-one staff members will not be able to stay there. Commissioner King inquired whether there is a potential for growth beyond the 150 staff members. Deputy Director Assmann stated that

the 150 number includes staff that have not been hired yet and does not foresee any growth spurts in the near future.

Deputy Director Assmann stated that 250 square foot per individual will be sought after, which amounts to 25,000 to 30,000 square feet of office space. Right now, staff is being crammed into 18,000 or 19000 square feet. It was suggested that the Commission write a letter to the Real Estate Department relaying the urgent need for space, the timeline, and what is required and in the meantime initiate its own searches. Commissioner Mok inquired about the cost per square foot of space. Deputy Director Assmann reported that he would provide more accurate figures, but approximated that it is about \$27 to \$28 a square foot. There is approximately 14000 square feet and another 3000 or 4000 square feet at the War Memorial building.

8. **New Business/Future Agenda Items.** (Discussion) Future agenda items include a budget discussion in January. Commissioner Mok suggested that the Commission discuss retreat planning and topics at an upcoming meeting and suggested a discussion on the Strategic Plan. Commissioner King asked that the January meeting only include one other item in addition to the budget in order to allow for adequate discussion time.
  9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
  10. **Adjournment.** The Operations Committee meeting adjourned at 6:25 p.m.
- 

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

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GAVIN NEWSOM

Mayor

MELANIE NUTTER

Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**REGULAR MEETING DRAFT MINUTES - CORRECTED  
WEDNESDAY, OCTOBER 20, 2010, 5:00 P.M.**

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**Department of the Environment Eco Center  
11 Grove Street  
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jane MarieFrancis Martin, and Rahul Prakash

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting convened at 5:10 p.m. Present: Commissioners Mok and King. Excused: Commissioner Martin.
- 2. Approval of Minutes of the July 21, 2010 Operations Committee Rescheduled Meeting.** (Explanatory Documents: July 21, 2010 Operations Committee Draft and Approved Minutes) (Discussion and Action) Upon motion by Commissioner King, second by Commissioner Mok, the July 21, 2010 Meeting Minutes were approved without objection (AYES: Commissioners Mok and King; Absent: Commissioner Martin)
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Mr. Westlund reported on plans for future outreach campaigns, schematics, and projects. In November, city-wide zero-waste mailers will be distributed to every San Francisco residence and P.O. Box that explains what goes into what cart and will provide information on the home-collection and toxics-reduction programs (approximately 30,000 mailers). A series of focus groups were held in the beginning of the year

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Commissioner King indicated his interest in social media. Mr. Westlund reported that the campaign from last year included residents who told their recycling stories and highlighted recycling heroes. There were also bus shelter ads, printed ads, and web-based recycling comments. Department Director Nutter stated that it takes the people in the community to make our programs successful, so every opportunity to thank them should be seized. It is important to be reminded about how to always integrate that into the message to the community.

Deputy Director Assmann discussed the problem with recycling in apartment buildings due to past inability to provide service and accessibility. Deputy Director Assmann reported that the second obstacle involved logistics as there was only one chute in the building and in order to make it work, you either had to have three or no chutes, not one. Commissioner King asked to be kept abreast of progress in this area.

Deputy Director Assmann stated that more work on peer-to-peer education and outreach will be required in conjunction with the Housing Authority, noting the success of the EnvironmentNow campaign in the Bayview last winter was a good start and resulted in organics participation doubling in the neighborhood.

Commissioner Mok inquired about the public relations firm and in-house staff assigned to the outreach team that works on media. Mr. Westlund stated that a lot of outreach and media campaigns are done in-house, and that the department engages a multi-cultural consultant for specific press outreach to the Chinese and Spanish newspapers. Commissioner Mok suggested more review and follow-up with the public relations firm to ensure that they are doing the right job. Commissioner Mok asked about the viability of maintaining a Chinese and/or Spanish website. Mr. Westlund discussed the problems with keeping the website up-to-date through the service provider.

Commissioner King stated that he would like to see a report from the consultant about the online content for social media before it is implemented and/or at the next Operations Committee meeting in January.

Director Nutter suggested that Commissioner King contact Lawrence Grodeska of Department staff who is assigned to the Facebook and Twitter accounts to provide feedback and exchange ideas. Deputy Director Assmann stated that it is a year-long process so it is a good time to join in. Director Nutter stated that the Neighborhood Empowerment Network (NEN) website [www.Empowersf.org](http://www.Empowersf.org) sets a good example of how to use a video-Twitter website.

**5. Department of the Environment Budget Update and Future Process.** Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (Explanatory Document: Department of the Environment Fiscal Year 2010-11 Budget) (Informational Report and Discussion)

Deputy Director Assmann presented the Department of the Environment's Fiscal Year 2010-11 first quarter budget summary by fund (see explanatory document). He reported that the Department is under-spent in every area and not over-spent in any category. It was explained that the budget is categorized as a General Fund budget, but funding does not really come from the General Fund--it is money received from other City departments, Environmental Justice grant funding, the Impound account for recycling and toxics, outside grant funding, a pass-through account to the Department of Public Works (DPW), federal stimulus money received, and a small gift fund. The majority of funding in the first category (money received from other City departments) is from the Public Utilities Commission for energy and climate work and from other City departments to administer the commuter-benefits program.

Deputy Director Assmann discussed the anomaly in the City's accounting system for the second category (Environmental Justice grant funding), which looks at totals only and does not allow for movement between line items, but allows for expenditures until the money is gone. There is no budget line for salaries, but there is a large amount in other categories with no expenditures. He explained that there is enough money left for two more years in the Environmental Justice grant program that is left over from the original \$13 million appropriation. Other grants are being used to pay for salaries for Environmental Justice staff (a \$250,000 grant was just received), and some of the responsibilities from the Environmental Justice staff are being transferred into other program areas. The exception is the twenty-one staff members from the EnvironmentNow program that the Department will be retaining even though the federal program ended on September 30 and falls under the environmental justice category. The Department of the Environment is the only City department that will continue this program.



The third category is the Impound Account for toxics and recycling which was under-spent in every category. Part of the reason is because it takes time to get programs up and running at the beginning of every fiscal year. Even though the budget starts July 1, it is not finally approved until the end of July so there is uncertainty about what is available. The fourth category (outside grant funds received) is under-spent partly because grant funds are for multiple years. A number of grants were received that started recently and have not been spent yet. One grant was received in August for a duration of twenty-four months, so the entire budget is there, but work only started 1 ½ months ago. A mid-year report that shows an annual budget and more applicable comparisons will be provided at a future meeting.

The fifth area is a pass through from the Department of the Environment (Department) to the Department of Public Works (DPW) for a cigarette-litter fee. Department staff is providing a service to DPW for collecting this fee and passing it through at the end of the year. Commissioner King suggested that DPW either do this work directly or provide the Department with compensation for this service. He stated that it is not appropriate to add this to staff's job descriptions if they are not being compensated for this work. Acting Director Assmann stated that DPW does not have enough staff to do finance and planning, but that he is having discussions with DPW's Director about devoting resources for DPW to do this work directly. The sixth section is federal stimulus funding received, which is under-spent because it got started late and was not activated until last month. The last section is a small amount of gift money that has not been spent yet, but will be by the end of the fiscal year.

Deputy Director Assmann reported that there would be a new process for next year's budget that would require two-year budget planning. The Department will face challenges because it is so heavily dependent on grants, which are hard to predict far out in advance. The budget can be updated, but a forecast will have to be made and will require extra work. The other change is that the Department is working on arrangements with the Controller's Office to be categorized with other Enterprise departments instead of General Fund departments. The budget is scheduled to be heard at the Commission Operations Committee in January for recommendation to the full Commission at their January meeting, and then submitted to the Mayor on February 20<sup>th</sup>.

Deputy Director Assmann reported that several budget areas are secure--the impound account, environmental justice money for another year, energy, clean air, and federal grants for one-and-a-half to two years. Challenges include the Urban Forestry program that is always short of money and there is no outside funding. The EnvironmentNow program has funding set aside from the rate-review process that was not spent this year, but will require more funding the following year when the money has to be directed to the rate-review process. He explained that we were the only City department that continued the program when the federal subsidy ended on September 30<sup>th</sup>. He asked Commissioners for their feedback on the budget process and what preferred format they would like to have the budget presented to them at their January Operations Committee meeting, e.g., narrative of interest, budget tied to program objectives.

Commissioner Mok asked that the budget document be sent to the Operations Committee members two weeks before the meeting so a productive discussion can be held before it goes to the Commission and Mayor's Office. Commissioner King requested narrative tied to funding objectives in order to better understand and make recommendations on funding priorities. Deputy Director Assmann suggested a format that states here is the project, here is the funding received, and here is where it starts and ends. Commissioner King suggested presenting the funding in a timeline fashion similar to scheduling for

projects. The budget is scheduled to be heard at the next Commission Operation's Committee on January 19, 2011.

**6. Review of Operations Committee Duties as described in the Commission on the Environment Bylaws Article VII.** Sponsor: Commissioner Ruth Gravanis (Explanatory Document: Article VII of the Bylaws and Memo to Operations Committee from Commissioner Ruth Gravanis) (Discussion)

Ms. Fish reported that Commissioner Gravanis at the last Operations Committee meeting in July sponsored an agenda item and attended the meeting to discuss coordination of responsibilities between the Operations and Policy Committees. She read Commissioner Gravanis's memo to Commissioners (see explanatory document), and Commissioners considered ways for the Committees to work together and whether a Bylaws amendment would be required. Commissioner Mok stated that at the July meeting, the Operations Committee members agreed that the Policy Committee has a lot of work, and it was agreed that the Operations Committee would retain budget, administrative oversight, structure, education and outreach responsibilities. He suggested that the Commissioners assigned to each Committee review each other's minutes as an effective tool for communication. Acting Director Assmann stated that the duties of the Operations Committee are clear with the exception of the overlap regarding addressing issues regarding the environmental well-being of the City. Commissioner King stated that the Policy Committee is responsible for programmatic oversight and development, and the Operations Committee is responsible for administrative oversight. He explained that there may be an overlap in outreach because the Policy Committee is responsible for planning and development of zero waste and toxics programs and inherent in that responsibility is education and outreach of how to involve the community and City departments to support these efforts.

Committee members and Deputy Director Assmann stated that the best way for Committee members to work together and avoid violating quorum rules is to have one person from each Committee work with a person from another committee. Commissioner King suggested a place holder in the agenda for the Operations Committee to make recommendations to the Policy Committee. Ms. Fish stated that the Policy Committee often has agenda items for recommendation to the Commission and the same can be done for the Operations Committee to the Policy Committee and vice-versa. Commissioner King suggested providing feedback to the Policy Committee that Operations Committee members see their responsibilities to be fine as written in the Bylaws and while there are overlaps, it is believed that the separation comes between administrative oversight and program development and planning, and that the Operations Committee members will work to stay within the confines of those discussions and anything outside of this scope, would be moved to the appropriate Committee for discussion.

**7. Department of the Environment Office Space Update.** Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that the Department is now overcrowded and its lease does not run out until May 31, 2012. We currently have two locations, 11 Grove and War Memorial and would like to find a space and consolidate into one space by the May 31<sup>st</sup> date. He reported that an initial meeting was held with the Real Estate Department to request a space, but there was nothing suitable from a list of options that were made available. The criteria for the space is that (1) it has to be big enough to accommodate 150 people in the Department, especially if it is a long-term lease; (2) it has to be available by May 31, 2012 in order to avoid having to renegotiate and ask for an extension of the current lease; (3) have accessibility or be within a



radius to City Hall, e.g., in close proximity to the Powell or Montgomery MUNI stations; (4) to have ground level Eco Center display space; and (5) reasonable rent.

Commissioner Mok inquired whether the office space has to be in a government building. Deputy Director Assmann stated that his preference would be a City-owned property, but the next choice would be a leased building such as we have now. The Real Estate Department is supposed to be able to find the space, but it may be necessary for the Department to find a space. The War Memorial is supposed to be renovated in another year so the twenty-one staff members will not be able to stay there. Commissioner King inquired whether there is a potential for growth beyond the 150 staff members. Deputy Director Assmann stated that the 150 number includes staff that have not been hired yet and does not foresee any growth spurts in the near future.

Deputy Director Assmann stated that 250 square foot per individual will be sought after, which amounts to 25,000 to 30,000 square feet of office space. Right now, staff is being crammed into 18,000 or 19,000 square feet. It was suggested that the Commission write a letter to the Real Estate Department relaying the urgent need for space, the timeline, and what is required and in the meantime initiate its own searches. Commissioner Mok inquired about the cost per square foot of space. Deputy Director Assmann reported that he would provide more accurate figures, but approximated that it is about \$27 to \$28 a square foot. There is approximately 14,000 square feet and another 3,000 or 4,000 square feet at the War Memorial building.

8. **New Business/Future Agenda Items.** (Discussion) Future agenda items include a budget discussion in January. Commissioner Mok suggested that the Commission discuss retreat planning and topics at an upcoming meeting and suggested a discussion on the Strategic Plan. Commissioner King asked that the January meeting only include one other item in addition to the budget in order to allow for adequate discussion time.
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
10. **Adjournment.** The Operations Committee meeting adjourned at 6:25 p.m.

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Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved:



**SF Environment**

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Interim Mayor

MELANIE NUTTER

Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**NOTICE OF REGULAR MEETING AND AGENDA**

**Wednesday, January 19, 2011, 5:00 P.M.**

**Department of the Environment Eco Center**

**11 Grove Street**

**San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair) and Angelo King

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**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the October 20, 2010 Operations Committee Meeting.** (Explanatory Document: October 20, 2010 Operations Committee Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Review and Approval of the Department of the Environment's Fiscal Year 2011-2012 Draft Budget for recommendation to the Commission on the Environment.** Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (30 minutes) (Informational Report and Discussion)
- 5. New Business/Future Agenda Items.** (Discussion)
- 6. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 7. Adjournment.**

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, April 20, 2011 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after



distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website link <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes.

#### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

#### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

#### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

#### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

#### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.



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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING DRAFT MINUTES  
WEDNESDAY, JANUARY 19, 2011, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street  
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jason Elliott and Angelo King

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting convened at 5:05 p.m. Present: Commissioners Mok, Elliott and King.
- 2. Approval of Minutes of the October 20, 2010 Operations Committee Meeting.** (Explanatory Document: October 20, 2010 Operations Committee Corrected Draft Minutes) (Discussion and Action) Upon Motion by Commissioner King, second by Commissioner Elliott, the October 20, 2010 Corrected Meeting Minutes were approved without objection (AYES: Commissioners Mok, Elliott and King) Note: Ms. Fish, Commission Secretary, corrected the Approved Minutes to reflect Commissioner Angelo King as a Committee member instead of Commissioner Rahul Prakash).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
- 4. Review and Approval of the Department of the Environment's Fiscal Year (FY) 2011-2012 Draft Budget for recommendation to the Commission on the Environment.** (Explanatory Document: Department of the Environment Proposed Budget for FY 2011-12) Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann presented and discussed a narrative of the proposed budget for Fiscal Year 2011-12 for the Department of the Environment's Energy and Climate, Clean Air, Zero Waste, Toxics Reduction, Environment Now, Outreach, Green Building, Environmental Justice, and Administration programs. He discussed sources of funding, comparisons to last year's budget, staffing levels, challenges, and funding opportunities for each program area (see explanatory document).



Commissioner Elliott inquired if there is a chance that other departments may reduce their work order amounts allocated to these program areas to meet their budget reduction requirements. Deputy Director Assmann and Mr. Salem, Budget and Finance Manager, explained that there is virtually no risk in reducing the Department's funding because the source of funding is mostly from enterprise departments (San Francisco Public Utilities Commission and Department of Building Inspection) and the Commuter Benefits Program. There is a small amount from general fund departments that would be a minor part if it were lost or reduced.

Commissioner King suggested that the budget document include a report on the economic impact the Environment Now and other Department programs are having, e.g., increased diversion rates, reducing our carbon footprint. He stated his concern is that as budgetary funds start to decrease, that a report on the metrics of the economic impact and success of the program would be a way to justify funds being spent to people who may question the best use of funds, particularly when schools and health care programs are being cut.

Deputy Director Assmann reported that the Environment Now program is a prime example of where stimulus funding was received for the first year, and then the Department was able to integrate it into an ongoing program that created permanent employment for twenty people. Commissioner King suggested requesting a Chronicle write-up about the Department's success with the Environment Now program. Commissioner Elliott reported that there are 150 total people that were hired through the entire new local JobsNow program, and twenty-one have been hired permanently by the Department. Deputy Director Assmann stated that he would discuss creating a story for the paper with Mr. Westlund, the Department's Program Outreach Manager. Commissioner Elliott suggested adding an increased diversion rate number as a result of Environment Now's work to the story if appropriate. Deputy Director Assmann reported that new diversion rate numbers are reported annually, and a new rate would be published in April that may be another percentage point or two higher and could be added to show support for the program.

Commissioner Elliott inquired whether there is a vision toward levying fines as part of the Mandatory and Composting Ordinance. Deputy Director Assmann stated that the intent of the Ordinance is to encourage building owners that didn't have service to install service and to encourage residents to participate, not to levy fines. Commissioner Elliott inquired about the vacant position in Outreach. Deputy Director Assmann reported that is a new position to do database and web work. The database would incorporate all of the Department's program area contacts into an existing system called SugarCRM.

Commissioner King inquired about the reference to the Toxics Reduction program's need to diversity its funding sources. Deputy Director Assmann explained that the Toxics Reduction program is too dependent on the Impound Account for its funding. It contains programs that do not end up in the landfill, such as toxics due to air pollution, and requires funding specific to this cause. Some of this work has been done under Environmental Justice, but not as much within Toxics as it should be. Commissioner King inquired whether the Environmental Protection Agency (EPA) was providing funding for this program. Deputy Director Assmann reported that grant funding is being received from the EPA and additional funding is being sought.

Deputy Director Assmann reported that the budget would be balanced once benefit costs and all other information is received in February or even after the budget has been submitted to the Mayor's Office. Additional changes will be made based on information received until the budget is approved in June, but no major changes are anticipated.

Commissioner Elliott inquired whether employees that would be losing their jobs because funding is running out are aware of this as a condition of their employment. Deputy Director Assmann reported that

most employees are permanent exempt, not Civil Service. So far, the Department has been successful in finding additional funding and not laying people off. Commissioner Elliott inquired whether all programs that have funding that terminates on a certain date could exist beyond a certain time if funding were to be secured. Deputy Director Assmann reported that the Department is always applying for more grants and funding. People are aware that they are on fixed-term projects, but so far the Department has been successful in finding new funding at the end of every grant.

Commissioner King asked if there were any state funds available to support programs. Deputy Director Assmann reported that there are two sources of funding from the state, the Department of Conservation and Used Oil funding. The Department of Conservation money is not in the budget because it has not been secured. Commissioner King inquired whether funding sources for all other programs have been secured. Deputy Director Assmann reported that all other funding sources have been confirmed, but that there may be other funding that comes in that would be added once confirmed. He explained that the overall budget is within one percent of last year's budget.

Commissioner Mok asked what is being done about vacant positions and if consideration is being given to rehire staff employed on fixed terms. Deputy Director Assmann reported that funding exists for all vacant positions, and the Department is actively interviewing and recruiting for several positions right now. Commissioner Mok inquired how many staff have been transferred from JobsNow to full time staff. Deputy Director Assmann reported that there are twenty people in the Environment Now program. One JobsNow staff person has been hired as a full-time staff receptionist.

Commissioner King inquired whether the Impound Account shares its funding with other departments. Deputy Director Assmann stated with the Department of Public Works. Commissioner Elliott explained that the Department's share should be protected by formula. Deputy Director Assmann stated that it does not mean that it does not get invaded. He stated that how the money is to be spent is decided during the rate process, but there is a question whether the Board of Supervisors can overrule that. Impound money does have to be used for certain purposes. Commissioner King stated that this is a good reason to show the value that these environmental programs are having to the community because some people feel that environmental programs are not as necessary as some of the other services that are going to be cut. Deputy Director Assmann stated that it is important to document the benefits from the Environment Now program because it is supported by the Impound Account.

Commissioner Elliott stated that his concern is that agencies may look at enterprise department budgets as a source of funding when it is seen that they are not being affected by budget cuts to the extent that they are. They may want to work order every climate adaptation plan, clean energy, and biofuel work that they do back to the Department of the Environment because it is something they may feel is being done on the Department's behalf. Deputy Director Assmann reported that the Department is not receiving any general fund money and has met with all enterprise departments that funding is being received from to confirm that money is in their budgets moving forward. He explained that a good portion of the money in the budget has already been approved by the Board of Supervisors and cannot be changed.

Public Comment: Mr. David Pilpel stated that he has a concern about the accurateness of the Zero Waste program's staff level listing in terms of classifications. He stated that it would be helpful to see the classification numbers next to staff names. Mr. Pilpel discussed the need for equity among the coordinators, assistant coordinators, and the associate assistant coordinators in terms of being paid similar wages where there is a similar career ladder. For the Outreach program, he suggested reclassifying all City Outreach positions into the 1310, 1312, and 1314 series. He stated that he does not know about the budgetary impact and how this change would protect people in the same way that it does now. Mr. Pilpel suggested providing the Commission with an overall Department organizational chart as part of the budget



packet so it is seen in context with classification detail, not just staff names. On the grants program, he encouraged the finance and grants staff to deal with the numbers as opposed to program staff.

Commissioner Mok inquired about a discussion held at the previous meeting about a requirement for the Department to provide a two-year budget for this fiscal year. Deputy Director Assmann reported that it was originally thought that a two-year budget would be requested, but the Department has been asked to only do a one-year budget. There are three other departments that have to do a two-year budget. It is hard for the Department to do a two-year budget because so much of the grant money changes.

Commissioner King inquired about allocation of funding for current Department space rental and future requirements. Deputy Director Assmann reported that the current lease expires on May 31, 2012, which is within this next fiscal year. An amount of \$300,000 has been budgeted in the administration budget for a move on June 1 of this fiscal year (narrative third paragraph). The budget amount was set aside on recommendation by the Department of Real Estate based on a department of this size. Space (between 22,000 and 25,000 square feet) is being sought in the Civic Center area, and there is discussion about finding other groups to join in on a proposal.

Commissioners commended the effectiveness of the narrative document and asked for its continued use. Deputy Director Assmann reported that he would include an organizational chart. Upon Motion by Commissioner King, second by Commissioner Elliott, the Draft Budget was approved for recommendation to the Commission on the Environment (AYES: Commissioners Mok, King, and Elliott).

**5. New Business/Future Agenda Items. (Discussion)**

Commissioner King suggested that the Operations Committee track the Department move process. He asked that the Committee at the April 20, 2011 Operations Committee meeting review economic impacts achieved by Department programs. Commissioner Elliott discussed Proposition 26 limits on levying new fees based on voter approval and asked if it would affect the Department's budget. Deputy Director Assmann explained that there is no material impact that he is aware of to Department programs, but there is an effect on the Department of Public Works for a cigarette fee that the Department of Environment did the initial work on. Commissioner King suggested that the Toxics Reduction program test McDonald's toys for toxics.

Public Comment: Mr. Pilpel stated that the Department has performance measure reports that are issued to the Controller's Office that tie into the budget and the Annual Report. He suggested that this Committee review those performance measures as a way to measure economic impacts in the community.

- 6. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 7. Adjournment.** The Commission Operations Committee meeting adjourned at 6:07 p.m.

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Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved:



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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING APPROVED MINUTES  
WEDNESDAY, JANUARY 19, 2011, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street  
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jason Elliott and Angelo King

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Operations Committee meeting convened at 5:05 p.m. Present: Commissioners Mok, Elliott and King.
2. **Approval of Minutes of the October 20, 2010 Operations Committee Meeting.** (Explanatory Document: October 20, 2010 Operations Committee Corrected Draft Minutes) (Discussion and Action) Upon Motion by Commissioner King, second by Commissioner Elliott, the October 20, 2010 Corrected Meeting Minutes were approved without objection (AYES: Commissioners Mok, Elliott and King) Note: Ms. Fish, Commission Secretary, corrected the Approved Minutes to reflect Commissioner Angelo King as a Committee member instead of Commissioner Rahul Prakash).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
4. **Review and Approval of the Department of the Environment's Fiscal Year (FY) 2011-2012 Draft Budget for recommendation to the Commission on the Environment.** (Explanatory Document: Department of the Environment Proposed Budget for FY 2011-12) Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann presented and discussed a narrative of the proposed budget for Fiscal Year 2011-12 for the Department of the Environment's Energy and Climate, Clean Air, Zero Waste, Toxics Reduction, Environment Now, Outreach, Green Building, Environmental Justice, and Administration programs. He discussed sources of funding, comparisons to last year's budget, staffing levels, challenges, and funding opportunities for each program area (see explanatory document).

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Commissioner Elliott inquired if there is a chance that other departments may reduce their work order amounts allocated to these program areas to meet their budget reduction requirements. Deputy Director Assmann and Mr. Salem, Budget and Finance Manager, explained that there is virtually no risk in reducing the Department's funding because the source of funding is mostly from enterprise departments (San Francisco Public Utilities Commission and Department of Building Inspection) and the Commuter Benefits Program. There is a small amount from general fund departments that would be a minor part if it were lost or reduced.

Commissioner King suggested that the budget document include a report on the economic impact the Environment Now and other Department programs are having, e.g., increased diversion rates, reducing our carbon footprint. He stated his concern is that as budgetary funds start to decrease, that a report on the metrics of the economic impact and success of the program would be a way to justify funds being spent to people who may question the best use of funds, particularly when schools and health care programs are being cut.

Deputy Director Assmann reported that the Environment Now program is a prime example of where stimulus funding was received for the first year, and then the Department was able to integrate it into an ongoing program that created permanent employment for twenty people. Commissioner King suggested requesting a Chronicle write-up about the Department's success with the Environment Now program. Commissioner Elliott reported that there are 150 total people that were hired through the entire new local JobsNow program, and twenty-one have been hired permanently by the Department. Deputy Director Assmann stated that he would discuss creating a story for the paper with Mr. Westlund, the Department's Program Outreach Manager. Commissioner Elliott suggested adding an increased diversion rate number as a result of Environment Now's work to the story if appropriate. Deputy Director Assmann reported that new diversion rate numbers are reported annually, and a new rate would be published in April that may be another percentage point or two higher and could be added to show support for the program.

Commissioner Elliott inquired whether there is a vision toward levying fines as part of the Mandatory and Composting Ordinance. Deputy Director Assmann stated that the intent of the Ordinance is to encourage building owners that didn't have service to install service and to encourage residents to participate, not to levy fines. Commissioner Elliott inquired about the vacant position in Outreach. Deputy Director Assmann reported that is a new position to do database and web work. The database would incorporate all of the Department's program area contacts into an existing system called SugarCRM.

Commissioner King inquired about the reference to the Toxics Reduction program's need to diversity its funding sources. Deputy Director Assmann explained that the Toxics Reduction program is too dependent on the Impound Account for its funding. It contains programs that do not end up in the landfill, such as toxics due to air pollution, and requires funding specific to this cause. Some of this work has been done under Environmental Justice, but not as much within Toxics as it should be. Commissioner King inquired whether the Environmental Protection Agency (EPA) was providing funding for this program. Deputy Director Assmann reported that grant funding is being received from the EPA and additional funding is being sought.

Deputy Director Assmann reported that the budget would be balanced once benefit costs and all other information is received in February or even after the budget has been submitted to the Mayor's Office. Additional changes will be made based on information received until the budget is approved in June, but no major changes are anticipated.

Commissioner Elliott inquired whether employees that would be losing their jobs because funding is running out are aware of this as a condition of their employment. Deputy Director Assmann reported that



most employees are permanent exempt, not Civil Service. So far, the Department has been successful in finding additional funding and not laying people off. Commissioner Elliott inquired whether all programs that have funding that terminates on a certain date could exist beyond a certain time if funding were to be secured. Deputy Director Assmann reported that the Department is always applying for more grants and funding. People are aware that they are on fixed-term projects, but so far the Department has been successful in finding new funding at the end of every grant.

Commissioner King asked if there were any state funds available to support programs. Deputy Director Assmann reported that there are two sources of funding from the state, the Department of Conservation and Used Oil funding. The Department of Conservation money is not in the budget because it has not been secured. Commissioner King inquired whether funding sources for all other programs have been secured. Deputy Director Assmann reported that all other funding sources have been confirmed, but that there may be other funding that comes in that would be added once confirmed. He explained that the overall budget is within one percent of last year's budget.

Commissioner Mok asked what is being done about vacant positions and if consideration is being given to rehire staff employed on fixed terms. Deputy Director Assmann reported that funding exists for all vacant positions, and the Department is actively interviewing and recruiting for several positions right now. Commissioner Mok inquired how many staff have been transferred from JobsNow to full time staff. Deputy Director Assmann reported that there are twenty people in the Environment Now program. One JobsNow staff person has been hired as a full-time staff receptionist.

Commissioner King inquired whether the Impound Account shares its funding with other departments. Deputy Director Assmann stated with the Department of Public Works. Commissioner Elliott explained that the Department's share should be protected by formula. Deputy Director Assmann stated that it does not mean that it does not get invaded. He stated that how the money is to be spent is decided during the rate process, but there is a question whether the Board of Supervisors can overrule that. Impound money does have to be used for certain purposes. Commissioner King stated that this is a good reason to show the value that these environmental programs are having to the community because some people feel that environmental programs are not as necessary as some of the other services that are going to be cut. Deputy Director Assmann stated that it is important to document the benefits from the Environment Now program because it is supported by the Impound Account.

Commissioner Elliott stated that his concern is that agencies may look at enterprise department budgets as a source of funding when it is seen that they are not being affected by budget cuts to the extent that they are. They may want to work order every climate adaptation plan, clean energy, and biofuel work that they do back to the Department of the Environment because it is something they may feel is being done on the Department's behalf. Deputy Director Assmann reported that the Department is not receiving any general fund money and has met with all enterprise departments that funding is being received from to confirm that money is in their budgets moving forward. He explained that a good portion of the money in the budget has already been approved by the Board of Supervisors and cannot be changed.

Public Comment: Mr. David Pilpel stated that he has a concern about the accurateness of the Zero Waste program's staff level listing in terms of classifications. He stated that it would be helpful to see the classification numbers next to staff names. Mr. Pilpel discussed the need for equity among the coordinators, assistant coordinators, and the associate assistant coordinators in terms of being paid similar wages where there is a similar career ladder. For the Outreach program, he suggested reclassifying all City Outreach positions into the 1310, 1312, and 1314 series. He stated that he does not know about the budgetary impact and how this change would protect people in the same way that it does now. Mr. Pilpel suggested providing the Commission with an overall Department organizational chart as part of the budget



packet so it is seen in context with classification detail, not just staff names. On the grants program, he encouraged the finance and grants staff to deal with the numbers as opposed to program staff.

Commissioner Mok inquired about a discussion held at the previous meeting about a requirement for the Department to provide a two-year budget for this fiscal year. Deputy Director Assmann reported that it was originally thought that a two-year budget would be requested, but the Department has been asked to only do a one-year budget. There are three other departments that have to do a two-year budget. It is hard for the Department to do a two-year budget because so much of the grant money changes.

Commissioner King inquired about allocation of funding for current Department space rental and future requirements. Deputy Director Assmann reported that the current lease expires on May 31, 2012, which is within this next fiscal year. An amount of \$300,000 has been budgeted in the administration budget for a move on June 1 of this fiscal year (narrative third paragraph). The budget amount was set aside on recommendation by the Department of Real Estate based on a department of this size. Space (between 22,000 and 25,000 square feet) is being sought in the Civic Center area, and there is discussion about finding other groups to join in on a proposal.

Commissioners commended the effectiveness of the narrative document and asked for its continued use. Deputy Director Assmann reported that he would include an organizational chart. Upon Motion by Commissioner King, second by Commissioner Elliott, the Draft Budget was approved for recommendation to the Commission on the Environment (AYES: Commissioners Mok, King, and Elliott).

**5. New Business/Future Agenda Items. (Discussion)**

Commissioner King suggested that the Operations Committee track the Department move process. He asked that the Committee at the April 20, 2011 Operations Committee meeting review economic impacts achieved by Department programs. Commissioner Elliott discussed Proposition 26 limits on levying new fees based on voter approval and asked if it would affect the Department's budget. Deputy Director Assmann explained that there is no material impact that he is aware of to Department programs, but there is an effect on the Department of Public Works for a cigarette fee that the Department of Environment did the initial work on. Commissioner King suggested that the Toxics Reduction program test McDonald's toys for toxics.

Public Comment: Mr. Pilpel stated that that the Department has performance measure reports that are issued to the Controller's Office that tie into the budget and the Annual Report. He suggested that this Committee review those performance measures as a way to measure economic impacts in the community.

- 6. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 7. Adjournment.** The Commission Operations Committee meeting adjourned at 6:07 p.m.

Respectfully submitted by,  
Mohica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-8393

\*Approved: April 7, 2011



**SF Environment**

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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director 11A10:17 RCVD

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**\*NOTICE OF RESCHEDULED MEETING AND AGENDA**

APR - 1 2011

Thursday, April 7, 2011, 5:15 P.M.

San Francisco City Hall, Room 421

One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

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*3.6*  
*7/11*  
*rescheduled*

**\*Note: The Wednesday, April 20, 2011 Regularly Scheduled Meeting of the Commission on the Environment Operations Committee that regularly meets at the Department of the Environment Eco Center, 11 Grove Street, has been RESCHEDULED to Thursday, April 7, 2011 at 5:15 p.m. and will be held at City Hall, Room 421, San Francisco, CA.**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jason Elliott and Angelo King

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the January 19, 2011 Operations Committee Meeting.** (Explanatory Document: January 19, 2011 Operations Committee Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Approval of Department of the Environment Solar Monitoring System Grant.** (Explanatory Document: Solar Monitoring System Grant Solicitation) Sponsor: David Assmann, Deputy Director; Speaker: Tyler Espinoza, Department of the Environment Solar Program Associate (5 minutes) (Informational Report, Discussion, and Action)
5. **Department of the Environment's Fiscal Year 2011-2012 Budget Update.** Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (10 minutes) (Informational Report and Discussion)
6. **Status of the Department of the Environment's Office Move.** Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (10 minutes) (Informational Report and Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, July 20, 2011 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.

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\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website link <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes.

#### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

#### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

#### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

#### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

#### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: April 1, 2011



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**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**RESCHEDULED MEETING DRAFT MINUTES  
THURSDAY, APRIL 7, 2011, 5:15 P.M.**

**San Francisco City Hall, Room 421  
One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102**

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**\*Note: The Wednesday, April 20, 2011 Regularly Scheduled Meeting of the Commission on the Environment Operations Committee that regularly meets at the Department of the Environment Eco Center, 11 Grove Street, has been RESCHEDULED to Thursday, April 7, 2011 at 5:15 p.m. and will be held at City Hall, Room 421, San Francisco, CA.**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jason Elliott and Angelo King

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting convened at 5:20 p.m. Present: Commissioners Mok, Elliott and King.
- 2. Approval of Minutes of the January 19, 2011 Operations Committee Meeting.** (Explanatory Document: January 19, 2011 Operations Committee Draft Minutes) (Discussion and Action) Upon Motion by Commissioner King, second by Commissioner Elliott, the January 19, 2011 Meeting Minutes were approved without objection (AYES: Commissioners Mok, King and Elliott).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Approval of Department of the Environment Solar Monitoring System Grant.** (Explanatory Document: Solar Monitoring System Grant Solicitation) Sponsor: David Assmann, Deputy Director; Speakers: Tyler Espinoza, Department of the Environment Solar Program Associate and Jade Juhl, Solar Program Coordinator (Informational Report, Discussion, and Action)

Mr. Tyler Espinoza reported that the Department of the Environment is offering a Solar Monitoring System Grant to San Francisco schools. A solar monitoring system is an online system connected to a solar electric system on the roof that displays real time power generation. It will serve as an education tool and

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incentive for schools to move forward in installing renewable energy on their rooftops. At the time the grant was first offered in February, a workshop was held to discuss financing mechanisms for San Francisco schools to install these systems on their roof. Since then, solar site assessments have been conducted for interested schools. The source of funds is from the Solar America Communities Grant, a program of the United States Department of Energy. The Department of the Environment will be disbursing up to a total of \$15,000 to the first two or three schools that sign up to cover online monitoring system costs for new solar photovoltaic systems installed on school property and one year of the software service. Schools will solicit the bid for the monitoring system on their own.

Commissioner Elliott inquired how schools would fund the installation of the system. Mr. Espinoza stated that the system could be funded through a Power Purchase Agreement (PPA), a solar lease, or through an independent cash purchase. Commissioner Elliott inquired whether the grant is available to both public and private schools. Mr. Jade Juhl stated that he has worked with Mr. Nik Kaestner, San Francisco Unified School District (SFUSD) and the San Francisco Public Utilities Commission (SFPUC) to find solutions in order to install solar in public schools, but budget constraints and the fact that schools acquire their power from SFPUC plays a role in making it unfeasible at this time. The grant is mostly directed toward private schools at this time.

Commissioner King discussed the budget issues faced by private Catholic schools and the importance of showing costs savings achieved by installing this type of system that would create sustainable and less expensive energy. He suggested specifically reaching out to all charter and private Catholic schools and starting with private high schools that may have a potential workforce sector in this area. Mr. Juhl reported that there has been outreach to private Catholic schools, with the majority being high schools. He explained that many of the schools have considered installing solar systems and have requested more information on the potential of solar and what the financing options would be. Mr. Juhl reported that a Power Purchase Agreement is being recommended, which is a finance option that allows schools to install solar on their roof, is owned by a third party developer, and that developer is selling that electricity at a discounted rate to the school. There are no upfront costs that the school has to pay for the system. They would switch from paying PG&E so much per kilowatt hour to paying the solar provider so much per kilowatt hour, which is typically at or a lower rate than PG&E and escalates at a much slower rate over time than what the PG&E rate is expected to escalate based on history. It allows schools to get the benefits of tax incentives. The 30% federal tax credit is a big piece of what makes these systems affordable at this time. These private schools cannot take that tax incentive, but by going through a PPA, that private developer that owns that system and selling electricity to the school is able to take the tax credit and cost savings and monetize those to the private schools.

Mr. Juhl reported that the systems have to be of a certain size to be attractive to these developers. There were only one or two sites in San Francisco that were large enough to be offered a PPA. Economics is what is going to make this project successful. As part of the site assessments and reports made to schools, schools are provided with estimates of system costs and cost savings based on the best data available from programs that have collected pricing data in the state and city. Ultimately the schools have to request bids from actual installers to find out what the real price is and what they would be saving.

Commissioner King suggested finding sister and brother schools to sell to or an aggregate of schools to sell to at the same time. He suggested the possibility of cultivating a non-profit culture that ultimately serves as a go between to help schools that are unable to participate. Mr. Juhl stated that community aggregation has been looked at. He explained that some of the sites do have multiple facilities under the same school and would research how this type of system may work.

Commissioner King stated that utility costs are the biggest source of output for schools outside of personnel. He stated that offering an example of how other schools have offset their utility costs with installation of this system would be the best way to sell the system. Mr. Espinoza reported that as part of the workshop, 17 schools had sent representatives to the workshops. None of the schools in San Francisco have signed up for a PPA at this time; however, a school in Danville did a system in this way; and their representative attended the workshop to discuss their experience in doing the project and savings achieved. Their rate started slightly higher than PG&E and was supposed to go lower based on best projections after five years, but crossed over in year two with rates lower than PG&E. The biggest barrier in San Francisco is the roof or land area to install these systems on. Danville had the area available to them.

Upon Motion by Commissioner Elliott, second by Commissioner King, the Department of the Environment Solar Monitoring System Grant was approved without objection (AYES: Commissioners Mok, King and Elliott).

**5. Department of the Environment's Fiscal Year 2011-2012 Budget Update.** (Explanatory Document: Department of the Environment's Fiscal Year 2011-12 Budget Narrative) Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that changes have not been made to the Department's Fiscal Year 2011-12 Budget since it was reviewed by the Operations Committee at its January 19, 2011 meeting and submitted to the Mayor's Office in February. He reported that the Department's budget had previously been heard at Board of Supervisors budget hearings along with General Fund Departments, but since the Department does not receive money from the General Fund, it will now be considered with Enterprise Departments a month earlier. The Department's first budget hearing is scheduled for May 18<sup>th</sup>, and the second on May 25<sup>th</sup>.

Deputy Director Assmann reported that there has been dialogue with the Mayor's Budget Office and Board of Supervisors Budget staff and changes, if any, would be made within the next thirty days. He reported on the City's overall General Fund budget shortfall for this year of \$380 million and three year projected deficit of \$600 million if cuts are not made. The deficit would still be approximately \$300 million even if cuts are made. Deputy Director Assmann reported that the Department has been asked to provide the Department of Public Works with additional funding to supplement their JobsNow employment program. The Department has offered to provide the Department of Public Works with \$100,000 from its Impound Account to meet that request. Commissioner King inquired if the \$100,000 would impact programming for Department personnel. Deputy Director Assmann reported that \$100,000 would not affect staffing, but an additional amount would present a problem.

Deputy Director Assmann reported that the Mayor would be submitting its balanced budget to the Board of Supervisors on May 1st, at which time the Board of Supervisors proposes adjustments. The full Commission would be provided with a budget update at its May 24, 2011 Commission meeting. The Department's budget is scheduled to be heard at the full Board of Supervisors hearing at the end of June. The Operations Committee would be provided with a report at their July 20, 2011 meeting. Deputy Director Assmann reported that the budget that has been submitted is fully funded and covers all staff and program work, and he does not anticipate any problems. Additional information will be available after detailed questions are received from the Board of Supervisors Budget Analyst.

Commissioner King stated that the Department has benefited from additional funding to expand the EnvironmentNow program to 21 staff. He asked how the Department would be marketing the fantastic work that program staff is doing and expanding this opportunity to other departments that do not have



funding available for this program. This is the only department that was able to find permanent employment for JobsNow folks. Deputy Director Assmann stated that he is interested in doing a case study as the work of EnvironmentNow staff continues to be documented. He reported that EnvironmentNow staff is doing what consultants had previously been doing and are doing it more effectively and efficiently.

**6. Status of the Department of the Environment's Office Move.** (Explanatory Document: Office Space Considerations) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported on the Department of the Environment's office space considerations for its move in 2012. Considerations discussed included location, size requirements for office and eco center space, number of current staff and projected growth, and other space considerations (see explanatory document). The Department of Real Estate has provided the Department of the Environment with five potential locations to date. Only one of those spaces is located in the Civic Center area at 1455 Market Street, 22<sup>nd</sup> Floor. The requirement is for the space to be located either in the Civic Center area or near a MUNI station, e.g. Powell or Montgomery Street area that would be easily accessible to City Hall. He reported that the Crocker Galleria ground floor was shown and turned out to be an inexpensive option near a MUNI station.

Commissioner Elliott suggested that the Department consider 1455 Market in order to show the City's commitment to the Civic Center area and because of potential future redevelopment plans in the mid-market area. Deputy Director Assmann reported that it is important for the Department to secure a space a year before its move by the end of May in order to acquire Board approval, negotiate with the landlord, and to make tenant improvements. Commissioner Elliott stated that the Mayor's Office would be happy to partner with the Department in a move to the Civic Center area. Deputy Director Assmann stated that he is hoping to see more options in the Civic Center area on April 14th.

Deputy Director Assmann reported that other sites visited include 600 Harrison, which is not convenient because it is three full blocks from Market Street and a MUNI station, the Mills Building at 280 Montgomery Street, and another location on California Street that is not workable. More locations will be shown on April 14<sup>th</sup>. Commissioner Elliott inquired whether the City owns any of the buildings that are being considered. Deputy Director Assmann reported that the City does not and is not expected to acquire any new buildings in the near future. He discussed the Department's previous attempt to move into 25 Van Ness, and the Board's decision that the Department of Real Estate first markets it as a restaurant space. He explained that the Department's current building is not big enough, and he does not want to extend the lease for any amount of time. Additional specifics and final selections would be reported on at the July 20, 2011 Operations Committee meeting.

- 7. New Business/Future Agenda Items.** (Discussion) Deputy Director Assmann reported that he would present a status report on the Department's move at the July 20, 2011 meeting. Commissioner King asked that Director Nutter attend the July 20<sup>th</sup> meeting to discuss how Department staff will report on the economic impacts of Department programs.
- 8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
- 9. Adjournment.** The Operations Committee meeting adjourned at 6:02 p.m.

Commission on the Environment Operations Committee  
April 7, 2011 Rescheduled Meeting Draft Minutes  
Page 5

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, July 20, 2011 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved:







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EDWIN M. LEE

Mayor

MELANIE NUTTER

Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**RESCHEDULED MEETING APPROVED MINUTES  
THURSDAY, APRIL 7, 2011, 5:15 P.M.**

JUL 21 2011

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**San Francisco City Hall, Room 421  
One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102**

**\*Note: The Wednesday, April 20, 2011 Regularly Scheduled Meeting of the Commission on the Environment Operations Committee that regularly meets at the Department of the Environment Eco Center, 11 Grove Street, was RESCHEDULED to Thursday, April 7, 2011 at 5:15 p.m. and was held at City Hall, Room 421, San Francisco, CA.**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Jason Elliott and Angelo King

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting convened at 5:20 p.m. Present: Commissioners Mok, Elliott and King.
- 2. Approval of Minutes of the January 19, 2011 Operations Committee Meeting.** (Explanatory Document: January 19, 2011 Operations Committee Draft Minutes) (Discussion and Action) Upon Motion by Commissioner King, second by Commissioner Elliott, the January 19, 2011 Meeting Minutes were approved without objection (AYES: Commissioners Mok, King and Elliott).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Approval of Department of the Environment Solar Monitoring System Grant.** (Explanatory Document: Solar Monitoring System Grant Solicitation) Sponsor: David Assmann, Deputy Director; Speakers: Tyler Espinoza, Department of the Environment Solar Program Associate and Jade Juhl, Solar Program Coordinator (Informational Report, Discussion, and Action)

Mr. Tyler Espinoza reported that the Department of the Environment is offering a Solar Monitoring System Grant to San Francisco schools. A solar monitoring system is an online system connected to a solar electric system on the roof that displays real time power generation. It will serve as an

Department of the Environment, City and County of San Francisco

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education tool and incentive for schools to move forward in installing renewable energy on their rooftops. At the time the grant was first offered in February, a workshop was held to discuss financing mechanisms for San Francisco schools to install these systems on their roof. Since then, solar site assessments have been conducted for interested schools. The source of funds is from the Solar America Communities Grant, a program of the United States Department of Energy. The Department of the Environment will be disbursing up to a total of \$15,000 to the first two or three schools that sign up to cover online monitoring system costs for new solar photovoltaic systems installed on school property and one year of the software service. Schools will solicit the bid for the monitoring system on their own.

Commissioner Elliott inquired how schools would fund the installation of the system. Mr. Espinoza stated that the system could be funded through a Power Purchase Agreement (PPA), a solar lease, or through an independent cash purchase. Commissioner Elliott inquired whether the grant is available to both public and private schools. Mr. Jade Juhl stated that he has worked with Mr. Nik Kaestner, San Francisco Unified School District (SFUSD) and the San Francisco Public Utilities Commission (SFPUC) to find solutions in order to install solar in public schools, but budget constraints and the fact that schools acquire their power from SFPUC plays a role in making it unfeasible at this time. The grant is mostly directed toward private schools at this time.

Commissioner King discussed the budget issues faced by private Catholic schools and the importance of showing costs savings achieved by installing this type of system that would create sustainable and less expensive energy. He suggested specifically reaching out to all charter and private Catholic schools and starting with private high schools that may have a potential workforce sector in this area. Mr. Juhl reported that there has been outreach to private Catholic schools, with the majority being high schools. He explained that many of the schools have considered installing solar systems and have requested more information on the potential of solar and what the financing options would be. Mr. Juhl reported that a Power Purchase Agreement is being recommended, which is a finance option that allows schools to install solar on their roof, is owned by a third party developer, and that developer is selling that electricity at a discounted rate to the school. There are no upfront costs that the school has to pay for the system. They would switch from paying PG&E so much per kilowatt hour to paying the solar provider so much per kilowatt hour, which is typically at or a lower rate than PG&E and escalates at a much slower rate over time than what the PG&E rate is expected to escalate based on history. It allows schools to get the benefits of tax incentives. The 30% federal tax credit is a big piece of what makes these systems affordable at this time. These private schools cannot take that tax incentive, but by going through a PPA, that private developer that owns that system and selling electricity to the school is able to take the tax credit and cost savings and monetize those to the private schools.

Mr. Juhl reported that the systems have to be of a certain size to be attractive to these developers. There were only one or two sites in San Francisco that were large enough to be offered a PPA. Economics is what is going to make this project successful. As part of the site assessments and reports made to schools, schools are provided with estimates of system costs and cost savings based on the best data available from programs that have collected pricing data in the state and city. Ultimately the schools have to request bids from actual installers to find out what the real price is and what they would be saving.

Commissioner King suggested finding sister and brother schools to sell to or an aggregate of schools to sell to at the same time. He suggested the possibility of cultivating a non-profit culture that ultimately serves as a go between to help schools that are unable to participate. Mr. Juhl stated that community aggregation has been looked at. He explained that some of the sites do have multiple facilities under the same school and would research how this type of system may work.

Commissioner King stated that utility costs are the biggest source of output for schools outside of personnel. He stated that offering an example of how other schools have offset their utility costs with installation of this system would be the best way to sell the system. Mr. Espinoza reported that as part of the workshop, 17 schools had sent representatives to the workshops. None of the schools in San Francisco have signed up for a PPA at this time; however, a school in Danville did a system in this way; and their representative attended the workshop to discuss their experience in doing the project and savings achieved. Their rate started slightly higher than PG&E and was supposed to go lower based on best projections after five years, but crossed over in year two with rates lower than PG&E. The biggest barrier in San Francisco is the roof or land area to install these systems on. Danville had the area available to them.

Upon Motion by Commissioner Elliott, second by Commissioner King, the Department of the Environment Solar Monitoring System Grant was approved without objection (AYES: Commissioners Mok, King and Elliott).

**5. Department of the Environment's Fiscal Year 2011-2012 Budget Update.** (Explanatory Document: Department of the Environment's Fiscal Year 2011-12 Budget Narrative) Sponsor: Commissioner Alan Mok; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that changes have not been made to the Department's Fiscal Year 2011-12 Budget since it was reviewed by the Operations Committee at its January 19, 2011 meeting and submitted to the Mayor's Office in February. He reported that the Department's budget had previously been heard at Board of Supervisors budget hearings along with General Fund Departments, but since the Department does not receive money from the General Fund, it will now be considered with Enterprise Departments a month earlier. The Department's first budget hearing is scheduled for May 18<sup>th</sup>, and the second on May 25<sup>th</sup>.

Deputy Director Assmann reported that there has been dialogue with the Mayor's Budget Office and Board of Supervisors Budget staff and changes, if any, would be made within the next thirty days. He reported on the City's overall General Fund budget shortfall for this year of \$380 million and three year projected deficit of \$600 million if cuts are not made. The deficit would still be approximately \$300 million even if cuts are made. Deputy Director Assmann reported that the Department has been asked to provide the Department of Public Works with additional funding to supplement their JobsNow employment program. The Department has offered to provide the Department of Public Works with \$100,000 from its Impound Account to meet that request. Commissioner King inquired if the \$100,000 would impact programming for Department personnel. Deputy Director Assmann reported that \$100,000 would not affect staffing, but an additional amount would present a problem.



Deputy Director Assmann reported that the Mayor would be submitting its balanced budget to the Board of Supervisors on May 1st, at which time the Board of Supervisors proposes adjustments. The full Commission would be provided with a budget update at its May 24, 2011 Commission meeting. The Department's budget is scheduled to be heard at the full Board of Supervisors hearing at the end of June. The Operations Committee would be provided with a report at their July 20, 2011 meeting. Deputy Director Assmann reported that the budget that has been submitted is fully funded and covers all staff and program work, and he does not anticipate any problems. Additional information will be available after detailed questions are received from the Board of Supervisors Budget Analyst.

Commissioner King stated that the Department has benefited from additional funding to expand the EnvironmentNow program to 21 staff. He asked how the Department would be marketing the fantastic work that program staff is doing and expanding this opportunity to other departments that do not have funding available for this program. This is the only department that was able to find permanent employment for JobsNow folks. Deputy Director Assmann stated that he is interested in doing a case study as the work of EnvironmentNow staff continues to be documented. He reported that EnvironmentNow staff is doing what consultants had previously been doing and are doing it more effectively and efficiently.

**6. Status of the Department of the Environment's Office Move.** (Explanatory Document: Office Space Considerations) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported on the Department of the Environment's office space considerations for its move in 2012. Considerations discussed included location, size requirements for office and eco center space, number of current staff and projected growth, and other space considerations (see explanatory document). The Department of Real Estate has provided the Department of the Environment with five potential locations to date. Only one of those spaces is located in the Civic Center area at 1455 Market Street, 22<sup>nd</sup> Floor. The requirement is for the space to be located either in the Civic Center area or near a MUNI station, e.g. Powell or Montgomery Street area that would be easily accessible to City Hall. He reported that the Crocker Galleria ground floor was shown and turned out to be an inexpensive option near a MUNI station.

Commissioner Elliott suggested that the Department consider 1455 Market in order to show the City's commitment to the Civic Center area and because of potential future redevelopment plans in the mid-market area. Deputy Director Assmann reported that it is important for the Department to secure a space a year before its move by the end of May in order to acquire Board approval, negotiate with the landlord, and to make tenant improvements. Commissioner Elliott stated that the Mayor's Office would be happy to partner with the Department in a move to the Civic Center area. Deputy Director Assmann stated that he is hoping to see more options in the Civic Center area on April 14<sup>th</sup>.

Deputy Director Assmann reported that other sites visited include 600 Harrison, which is not convenient because it is three full blocks from Market Street and a MUNI station, the Mills Building at 280 Montgomery Street, and another location on California Street that is not workable. More locations will be shown on April 14<sup>th</sup>. Commissioner Elliott inquired whether the City owns any of

the buildings that are being considered. Deputy Director Assmann reported that the City does not and is not expected to acquire any new buildings in the near future. He discussed the Department's previous attempt to move into 25 Van Ness, and the Board's decision that the Department of Real Estate first markets it as a restaurant space. He explained that the Department's current building is not big enough, and he does not want to extend the lease for any amount of time. Additional specifics and final selections would be reported on at the July 20, 2011 Operations Committee meeting.

7. **New Business/Future Agenda Items.** (Discussion) Deputy Director Assmann reported that he would present a status report on the Department's move at the July 20, 2011 meeting. Commissioner King asked that Director Nutter attend the July 20<sup>th</sup> meeting to discuss how Department staff will report on the economic impacts of Department programs.
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
9. **Adjournment.** The Operations Committee meeting adjourned at 6:02 p.m.

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

**The next Operations Committee meeting is scheduled for Wednesday, July 20, 2011 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.**

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved: July 20, 2011







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A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

Melanie Nutter  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**RESCHEDULED MEETING NOTICE  
FOR REGULAR MEETING OF  
WEDNESDAY, APRIL 20, 2011, 5:00 p.m. to  
THURSDAY, APRIL 7, 2011, 5:15 p.m.  
City Hall, Room 421  
San Francisco, CA 94102**

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The **WEDNESDAY, APRIL 20, 2011, 5:00 p.m.** regularly scheduled meeting of the Commission on the Environment's Operations Committee that regularly meets at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA has been **RESCHEDULED to WEDNESDAY, APRIL 7, 2011, at 5:15 p.m.** The meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be provided at least 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) if you would like to be placed on the agenda mailing list or for additional information. An agenda may also be accessed on the Operations Committee website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee>.

Monica Fish, Commission Secretary  
Commission on the Environment  
(415) 355-3709







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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**NOTICE OF REGULAR MEETING AND AGENDA  
WEDNESDAY, JULY 20, 2011, 5:00 P.M.**

**DEPARTMENT OF THE ENVIRONMENT ECO CENTER  
11 GROVE STREET, SAN FRANCISCO, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Angelo King and Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the April 7, 2011 Operations Committee Rescheduled Meeting.**  
(Explanatory Document: April 7, 2011 Operations Committee Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Assessment of how Department of the Environment Programs Help Create Green Jobs and Stimulate Economic Opportunity.** Sponsor: Commissioner Angelo King; Speaker: Melanie Nutter, Director (30 minutes) (Informational Report and Discussion)
- 5. Status of the Department of the Environment's Office Move.** (Continued Discussion from the April 7, 2011 Meeting) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (10 minutes) (Informational Report and Discussion)
- 6. New Business/Future Agenda Items.** (Discussion)
- 7. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 8. Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393



**The next Operations Committee meeting is scheduled for Wednesday, October 19, 2011 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, California.**

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes , (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website link <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes.

### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: July 8, 2011



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EDWIN M. LEE

Mayor

MELANIE NUTTER

Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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JUL 29 2011

**REGULAR MEETING DRAFT MINUTES  
WEDNESDAY, JULY 20, 2011, 5:00 P.M.**

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**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Angelo King, Heather Stephenson

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Commission on the Environment Operations Committee meeting convened at 5:10 p.m. Present: Commissioners Mok, King (5:22 p.m.) and Stephenson.
2. **Approval of Minutes of the April 7, 2011 Operations Committee Rescheduled Meeting.**  
(Explanatory Documents: April 7, 2011 Operations Committee Draft and Approved Minutes)  
(Discussion and Action) Commissioner Mok motioned, second by Commissioner Stephenson to approve the April 7, 2011 Meeting Minutes without objection (AYES: Commissioners Mok and Stephenson; Absent: Commissioner King).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.  
  
Item 5 was heard before Item 4.
4. **Assessment of how Department of the Environment Programs Help Create Green Jobs and Stimulate Economic Opportunity.** Sponsor: Commissioner Angelo King; Speaker: Melanie Nutter, Director, Anne Eng, Environmental Justice Program Manager, and Sraddha Mehta, Senior Environmental Justice Coordinator (Explanatory Documents: Matrix and Narrative of Department local initiatives and policies that encourage green job opportunities and economic development) (Informational Report and Discussion)

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

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Commissioner King stated that green jobs are mentioned in redevelopment plans, land uses are being created with the idea of creating green jobs, and training programs have been established for green jobs. He discussed the importance of (1) defining green jobs and identifying the number that exist in San Francisco to better correlate job training programs with actual jobs, and (2) creating a metric of how Department of the Environment programs create green jobs. This information would create a basis for an argument that can be provided to state and federal officials that are in charge of these funding streams as well as the general population who may not all be environmentalists showing that these programs are not only good for the planet, but are also fiscally sound. He suggested that the Department's Annual Report include this measurement for each program area.

Director Nutter provided a context of San Francisco and California's green economy rankings, current green job activities, and industries as cited in the Brookings Institute, California Employment Development Department, and Next 10 publications. A discussion was held about the challenges that work-force developers at the local, state and federal level are having creating a metric and definition for green jobs and work being accomplished toward this effort. She reported that the Department in conjunction with the Mayor's Office of Economic and Workforce Development (OEWD), who is charged with identifying the number of green jobs in San Francisco, are partnering on green jobs activities and recently hosted a Green Economic Forum to discuss the status of the green economy. As a follow-up, the Department is reviewing local initiatives and policies to encourage green job opportunities and economic development.

Ms. Eng reported on and provided a matrix and narrative of Department local initiatives and policies that encourage green job opportunities and economic development from an initial survey of Department programs. A discussion was held on the challenges that are faced in identifying, defining, and establishing accounting metrics for green jobs and the differences between white-collar green jobs and green-collar jobs as cited in the Brookings Institute publication. Commissioner King pointed out how Department programs such as the Energy Watch program may convince people of the worthiness of environmentalism by producing local jobs, saving people money on their energy bill, stimulating the economy, and reducing energy consumption.

Ms. Mehta reported on the Department's Integrated Pest Management (IPM) pilot program in partnership with the Housing Authority and Pestech that has the potential for creating green jobs and helping to reduce toxics exposure in the Sunnydale/Bayview public housing units. Commissioner King pointed out that this type of activity is a way to create a constituency of people that will believe in this effort and help bridge the gap between affluence and the ability to participate in environmentalism.

Commissioner Stephenson suggested identifying ways to assess intangible indirect ways of creating green jobs by creating metrics for activities such as Department meetings, trainings, and green-job conferences. Commissioner Mok asked to provide information on funding and placement in the community for the JobsNow program.

Director Nutter and Ms. Eng discussed the Department's partnership with OEWD on Pitch SF to hire companies that help meet sustainability goals and the Clean Tech Working Group to discuss clean tech strategies for the City.

Public Comment: Mr. Pilpel provided framework and metrics recommendations for the Department's local policies and initiatives matrix.

**5. Status of the Department of the Environment's Office Move.** (Continued Discussion from the April 7, 2011 Meeting) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Explanatory Document: Office Move Locations) (Informational Report and Discussion)

Deputy Director Assmann reported on the four locations being considered for the Department of the Environment's planned move in 2012, two of which are in the Civic Center area and the other two in the Montgomery Street location. An internal analysis was presented based on current estimates of the four sites in terms of square footage, rental costs, available retail space, staff and Green Building team criteria, and comparisons with the Department's current space at 11 Grove Street and the War Memorial. Negotiations are in progress with the Department of Real Estate for selection of one of these locations that will be presented to the Board of Supervisors for approval in September 2011. The current lease at 11 Grove expires on May 31, 2012.

Commissioners, Director Nutter and Deputy Director Assmann discussed staff criteria and top priorities, long-term rental-contract rates, and the importance of an open display space for the public. It was reported that the 1275 Market Street location appears to be the top choice based on staff needs but the others spaces look promising as well. A discussion was held on the potential of City ownership of this location and advantages and disadvantages if this were to happen.

Ms. Anne Eng, Environmental Justice Program Manager, discussed adding additional funding requests into grant applications in order to cover overhead costs. She discussed the disadvantage of having only one IT staff person available to work on the new and present site. Ms. Mehta confirmed that the entry way for the retail space in each location would be separated from other offices located in the building.

Public Comment: Mr. Pilpel inquired how the four retail spaces would relate to the street and discussed the proximity of the Montgomery Street locations to Recology corporate offices and the Civic Center locations to Golden Gate Disposal and City Hall. Deputy Director Assmann and Director Nutter provided a description of the retail space in the four locations and the potential to reconfigure requirements based on cost.

This agenda item was continued to the October 19, 2011 meeting for additional updates.

**6. New Business/Future Agenda Items.** (Discussion)

Deputy Director Assmann suggested that the October 19, 2011 Operations Committee meeting include an update on the Department's move, preliminary discussions on the 2012-13 Department budget, and the Department's website redesign. Commissioner Mok requested an update on the School Education program. Director Nutter suggested a discussion on Department outreach priorities. Commissioner King suggested a discussion on developing formal partnerships with the Redevelopment Agency and Citizens Advisory Committees in order to incorporate Department programs into their projects.

Public Comment: Mr. Pilpel suggested that a future agenda item include a presentation on Department grant program operations and possibilities for change.



7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
8. **Adjournment.** The Operations Committee adjourned at 6:30 p.m.

Respectfully submitted by,

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

**The next Operations Committee meeting is scheduled for Wednesday, October 19, 2011 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, California.**

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes , (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved:



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EDWIN M. LEE

Mayor

MELANIE NUTTER

Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING APPROVED MINUTES  
WEDNESDAY, JULY 20, 2011, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Angelo King, Heather Stephenson

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Commission on the Environment Operations Committee meeting convened at 5:10 p.m. Present: Commissioners Mok, King (5:22 p.m.) and Stephenson.
2. **Approval of Minutes of the April 7, 2011 Operations Committee Rescheduled Meeting.**  
(Explanatory Documents: April 7, 2011 Operations Committee Draft and Approved Minutes)  
(Discussion and Action) Commissioner Mok motioned, second by Commissioner Stephenson to approve the April 7, 2011 Meeting Minutes without objection (AYES: Commissioners Mok and Stephenson; Absent: Commissioner King).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.  
  
Item 5 was heard before Item 4.
4. **Assessment of how Department of the Environment Programs Help Create Green Jobs and Stimulate Economic Opportunity.** Sponsor: Commissioner Angelo King; Speaker: Melanie Nutter, Director, Anne Eng, Environmental Justice Program Manager, and Sraddha Mehta, Senior Environmental Justice Coordinator (Explanatory Documents: Matrix and Narrative of Department local initiatives and policies that encourage green job opportunities and economic development) (Informational Report and Discussion)

Department of the Environment, City and County of San Francisco  
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Commissioner King stated that green jobs are mentioned in redevelopment plans, land uses are being created with the idea of creating green jobs, and training programs have been established for green jobs. He discussed the importance of (1) defining green jobs and identifying the number that exist in San Francisco to better correlate job training programs with actual jobs, and (2) creating a metric of how Department of the Environment programs create green jobs. This information would create a basis for an argument that can be provided to state and federal officials that are in charge of these funding streams as well as the general population who may not all be environmentalists showing that these programs are not only good for the planet, but are also fiscally sound. He suggested that the Department's Annual Report include this measurement for each program area.

Director Nutter provided a context of San Francisco and California's green economy rankings, current green job activities, and industries as cited in the Brookings Institute, California Employment Development Department, and Next 10 publications. A discussion was held about the challenges that work-force developers at the local, state and federal level are having creating a metric and definition for green jobs and work being accomplished toward this effort. She reported that the Department in conjunction with the Mayor's Office of Economic and Workforce Development (OEWD), who is charged with identifying the number of green jobs in San Francisco, are partnering on green jobs activities and recently hosted a Green Economic Forum to discuss the status of the green economy. As a follow-up, the Department is reviewing local initiatives and policies to encourage green job opportunities and economic development.

Ms. Eng reported on and provided a matrix and narrative of Department local initiatives and policies that encourage green job opportunities and economic development from an initial survey of Department programs. A discussion was held on the challenges that are faced in identifying, defining, and establishing accounting metrics for green jobs and the differences between white-collar green jobs and green-collar jobs as cited in the Brookings Institute publication. Commissioner King pointed out how Department programs such as the Energy Watch program may convince people of the worthiness of environmentalism by producing local jobs, saving people money on their energy bill, stimulating the economy, and reducing energy consumption.

Ms. Mehta reported on the Department's Integrated Pest Management (IPM) pilot program in partnership with the Housing Authority and Pestech that has the potential for creating green jobs and helping to reduce toxics exposure in the Sunnydale/Bayview public housing units. Commissioner King pointed out that this type of activity is a way to create a constituency of people that will believe in this effort and help bridge the gap between affluence and the ability to participate in environmentalism.

Commissioner Stephenson suggested identifying ways to assess intangible indirect ways of creating green jobs by creating metrics for activities such as Department meetings, trainings, and green-job conferences. Commissioner Mok asked to provide information on funding and placement in the community for the JobsNow program.

Director Nutter and Ms. Eng discussed the Department's partnership with OEWD on Pitch SF to hire companies that help meet sustainability goals and the Clean Tech Working Group to discuss clean tech strategies for the City.

Public Comment: Mr. David Pilpel provided framework and metrics recommendations for the Department's local policies and initiatives matrix.

**5. Status of the Department of the Environment's Office Move.** (Continued Discussion from the April 7, 2011 Meeting) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Explanatory Document: Office Move Locations) (Informational Report and Discussion)

Deputy Director Assmann reported on the four locations being considered for the Department of the Environment's planned move in 2012, two of which are in the Civic Center area and the other two in the Montgomery Street location. An internal analysis was presented based on current estimates of the four sites in terms of square footage, rental costs, available retail space, staff and Green Building team criteria, and comparisons with the Department's current space at 11 Grove Street and the War Memorial. Negotiations are in progress with the Department of Real Estate for selection of one of these locations that will be presented to the Board of Supervisors for approval in September 2011. The current lease at 11 Grove expires on May 31, 2012.

Commissioners, Director Nutter and Deputy Director Assmann discussed staff criteria and top priorities, long-term rental-contract rates, and the importance of an open display space for the public. It was reported that the 1275 Market Street location appears to be the top choice based on staff needs but the others spaces look promising as well. A discussion was held on the potential of City ownership of this location and advantages and disadvantages if this were to happen.

Ms. Anne Eng, Environmental Justice Program Manager, discussed adding additional funding requests into grant applications in order to cover overhead costs. She discussed the disadvantage of having only one IT staff person available to work on the new and present site. Ms. Mehta confirmed that the entry way for the retail space in each location would be separated from other offices located in the building.

Public Comment: Mr. Pilpel inquired how the four retail spaces would relate to the street and discussed the proximity of the Montgomery Street locations to Recology corporate offices and the Civic Center locations to Golden Gate Disposal and City Hall. Deputy Director Assmann and Director Nutter provided a description of the retail space in the four locations and the potential to reconfigure requirements based on cost.

This agenda item was continued to the October 19, 2011 meeting for additional updates.

**6. New Business/Future Agenda Items.** (Discussion)

Deputy Director Assmann suggested that the October 19, 2011 Operations Committee meeting include an update on the Department's move, preliminary discussions on the 2012-13 Department budget, and the Department's website redesign. Commissioner Mok requested an update on the School Education program. Director Nutter suggested a discussion on Department outreach priorities. Commissioner King suggested a discussion on developing formal partnerships with the Redevelopment Agency and Citizens Advisory Committees in order to incorporate Department programs into their projects.



Public Comment: Mr. Pilpel suggested that a future agenda item include a presentation on Department grant program operations and possibilities for change.

7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
8. **Adjournment.** The Operations Committee adjourned at 6:30 p.m.

**The next Operations Committee meeting is scheduled for Wednesday, October 19, 2011 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, California.**

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes , (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved: October 19, 2011



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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**NOTICE OF REGULAR MEETING AND AGENDA  
WEDNESDAY, OCTOBER 19, 2011, 5:00 P.M.**

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**DEPARTMENT OF THE ENVIRONMENT ECO-CENTER  
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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Angelo King and Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the July 20, 2011 Operations Committee Meeting.** (Explanatory Document: July 20, 2011 Operations Committee Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Approval of the City and County Bike Fleet Grant Solicitation.** (Explanatory Documents: Bike Fleet Grant Solicitation and Funding Agreement) Sponsor: David Assmann, Deputy Director; Speaker: Krute Singa, Transportation Demand Manager (10 minutes) (Discussion and Action)
- 5. Environmental Justice Program—Update on Environmental Justice Grants and Special Projects.** (Explanatory Document: Environmental Justice Grant Recipients) Sponsor: David Assmann, Deputy Director; Speaker: Anne Eng, Environmental Justice Program Manager (10 Minutes) (Informational Presentation and Discussion)
- 6. San Francisco Healthy Homes, a Project to Address Health Disparities in San Francisco.** (Explanatory Document: The San Francisco Healthy Homes Project: Turning Vision into Action) Sponsor: David Assmann, Deputy Director; Speaker: Sraddha Mehta, Senior Environmental Justice Coordinator (10 minutes) (Informational Presentation and Discussion)



7. **Department of the Environment's Website Redesign Update.** Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (5 minutes) (Informational Report and Discussion)
8. **Department of the Environment Public Outreach Program Update.** Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (5 minutes) (Informational Report and Discussion)
9. **Preliminary Discussion on the Department of the Environment's 2012-13 Draft Budget.** Sponsor and Speaker: David Assmann, Deputy Director (5 minutes) (Informational Report and Discussion)
10. **Status of the Department of the Environment's Office Move.** (Continued Discussion from the July 20, 2011 Meeting) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (5 minutes) (Informational Report and Discussion)
11. **New Business/Future Agenda Items.** (Discussion)
12. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
13. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

**The next Operations Committee meeting is scheduled for Wednesday, January 18, 2012 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, California.**

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website link <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes.

#### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, Eco Center, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.







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EDWIN M. LEE  
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MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**REGULAR MEETING DRAFT MINUTES  
WEDNESDAY, OCTOBER 19, 2011, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Angelo King, Heather Stephenson

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Commission Operations Committee meeting convened at 5:08 p.m. Present: Chair Mok and Commissioner Stephenson; Absent: Commissioner King.
2. **Approval of Minutes of the July 20, 2011 Operations Committee Meeting.** (Explanatory Document: July 20, 2011 Operations Committee Draft and Approved Minutes) (Discussion and Action)  
  
Commissioner Mok motioned, second by Commissioner Stephenson, to approve the July 20, 2011 Commission Operations Committee Meeting Minutes. Public Comment: Mr. David Pilpel asked that the first reference to his public comment include his first name. The July 20, 2011 Meeting Minutes were approved with an amendment to add Mr. Pilpel's first name to his first public comment reference. (AYES: Commissioners Mok and Stephenson; Absent: Commissioner King)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Approval of the City and County Bike Fleet Grant Solicitation.** (Explanatory Documents: Bike Fleet Grant Solicitation, Funding Agreement, and Proposal) Sponsor: David Assmann, Deputy Director; Speaker: Krute Singa, Transportation Demand Manager (Discussion and Action)

Ms. Krute Singa presented on San Francisco County Transportation Authority County Manager Transportation Fund for Clean Air grant funds received for the City and County of San Francisco Bike Fleet Program since 2005. She reported that this year's grant solicitation for \$13,000.00 was released on September 30 and applications were due on October 14. One proposal was



received from the San Francisco Bicycle Coalition that the Department is in the process of selecting to work on the program. The grant funding for this program will end on December 1, 2012.

Ms. Singa reported that the Bike Fleet program will provide City departments with bicycles and related accessories so they can use bicycles during work hours for work-related trips. The 2010 Bike Fleet Survey results showed a reduction in vehicle fleet use as a result of this program. Requests were made for the Department of the Environment to provide more support and training, which were incorporated into this grant solicitation. She reported on the tasks that the Department and subcontractor would be involved with that include conducting site visits, creating toolkits and outreach material, procuring bicycles and equipment, conducting training sessions, and administering a survey.

Commissioner Mok inquired about the outreach that would be required to administer the program. Ms. Singa reported that the Department has been conducting outreach to City departments and new employees on a regular basis, and that there is now a waiting list of departments and staff who have requested bikes. The funds are focused on departments on the waiting list. The trainings and toolkits are targeted to every staff member and department who received bicycles since 2005.

Commissioner Stephenson pointed out that the proposal exceeds the maximum amount of the grant. Deputy Director Assmann stated that the proposal cannot exceed the maximum of \$13,000.00, and pointed out that the dates on the grant should be changed from September 30, 2011 and October 14, 2010 to 2011 respectively.

Public Comment: Mr. David Pilpel inquired whether the grant solicitation was subject to approval by the full Commission or Committee. Deputy Director Assmann reported that the Operations Committee customarily approves Department grants. Mr. Pilpel inquired about the distinction of work between the Department of the Environment and Bicycle Coalition in administering this program. Ms. Singa reported that since inception of the program in 2005, the Department has been providing outreach, managing the wait list, procuring bicycles and equipment, and providing all the materials, signage and administrative setup. The scope is now being expanded to develop a toolkit that will serve as a department guide, administering a survey, and conducting trainings. The contractor will primarily be providing the Department support in developing the toolkit and leading trainings.

Upon Motion by Commissioner Mok, second by Commissioner Stephenson, the Bike Fleet Grant solicitation was approved. (AYES: Commissioners Mok and Stephenson; Absent: Commissioner King)

**5. Environmental Justice Program—Update on Environmental Justice Grants and Special Projects.**

(Explanatory Document: Environmental Justice Grant Recipients and List of Incoming Grants 2001-2011) Sponsor: David Assmann, Deputy Director; Speaker: Anne Eng, Environmental Justice Program Manager (Informational Presentation and Discussion)

Ms. Anne Eng introduced Environmental Justice staff in attendance at the meeting. She reported on the \$13 million dollar grant funding that the Environmental Justice program had received from the state and awarded over the past ten years for staff support and to various grant recipients

(see explanatory document) to carry out programs in underserved neighborhoods. The fund is now coming to a close with \$500,000 left in reserve. In addition to this grant, the Environmental Justice program received supplemental funding from non-city sources to support programs such as the Bayview Farmers Market and the Healthy Homes project.

Ms. Eng reported that the Environmental Justice Strategic Plan that is part of the Department's overall Strategic Plan was reviewed and approved by the Commission at a previous meeting (explanatory document: Environmental Justice Strategic Plan). The Environmental Justice Program will be refining its Strategic Plan and transitioning from grant-making to a service provider role. In this process, grant recipients and community stakeholders will be surveyed in order to make sure that the Environmental Justice program goals and objectives are aligned with the community. Ms. Eng discussed work accomplished with the use of grant funds in southeast neighborhoods that include establishing community gardens and urban agriculture projects, installation of over 100 solar systems, and additional energy efficiency and renewable energy projects. Work will continue in the areas of energy efficiency and renewable energy, green jobs, urban agriculture, and the Healthy Homes project.

Commissioner Stephenson inquired how much grant funding was received from outside sources in addition to the \$13 million. Ms. Eng reported that approximately two million dollars was received over a ten-year period, and a list of incoming grants was distributed to Commissioners. Commissioner Mok inquired about next steps that would be taken with the \$500,000 in reserve. Ms. Eng reported that next steps would include strategic planning, assessment of programs, and fundraising.

Public Comment: Ms. Lurilla Harris inquired whether an investment would be made in solar hot water systems. Ms. Eng reported that this project was considered several years ago, but the durability of rooftops in the southeast sector presented a barrier. She reported that it now makes more economical sense to consider solar thermal, and discussions would be held with the Energy team to move the idea forward.

**6. San Francisco Healthy Homes, a Project to Address Health Disparities in San Francisco.**

(Explanatory Documents: Vision Statement, Turning Vision into Action Presentation, Advisory Committee Meeting Handout) Sponsor: David Assmann, Deputy Director; Speaker: Sraddha Mehta, Senior Environmental Justice Coordinator (Informational Presentation and Discussion)

Ms. Sraddha Mehta reported on the Centers for Disease and Prevention Control two-year grant to launch the San Francisco Healthy Homes Project. The purpose of the grant is to develop a Community Action Plan with a goal to eliminate asthma and other health inequities in San Francisco focusing on the Bayview Hunters Point neighborhood. Health disparities are differences in the distribution of disease and illness across different populations. The Healthy Homes Project will be working on health inequities, or systemic, unfair, avoidable and unjust differences in health status and mortality rates. (Slide 1, page 1).

Ms. Mehta presented combined adult and pediatric asthma hospitalization pooled 1999-2001 discharge data by San Francisco zip code to demonstrate that certain neighborhoods, namely the Bayview Hunters Point and Tenderloin neighborhoods, have higher asthma hospitalization rates than others (Slide 2, page 1). The San Francisco Healthy Homes Project will focus on improving Bayview neighborhood public housing pest management methods, as pests are a



major issue in public housing and both pests and pesticides are asthma triggers. She discussed the lower rate in life expectancy due to poverty in San Francisco County (Slide 3, page 2) and the framework for understanding health inequities (Slide 4, page 2). The Department's focus will be on neighborhood conditions, social, environmental, and economic factors that are the root causes of poor health outcomes. The Environmental Justice program currently focuses on these factors through its various projects and programs.

Ms. Mehta reported that the project will be using the Mobilizing for Action through Planning and Partnership (MAPP) step-by-step participatory approach to public health improvement and turning vision into action (Slide 6, page 3). The MAPP planning process steps were described (Page 4, Slide 7). She reported on outreach and source documents that were used to develop the vision statement. She reported that the grant is specifically to develop a Community Action Plan. Funding will then be identified to implement the Plan, and the Environmental Justice program will collect information to determine future goals.

Commissioner Mok inquired about the grant timeline. Ms. Mehta reported that the grant expires on September 30, 2012. The completion of the Community Action Plan is scheduled for August 2012, which allows for a month of evaluation and re-vetting the Plan with community groups at public meetings. The Commission will have an opportunity to review the Community Action Plan. Commissioner Stephenson inquired whether there would be a plan to measure success. Ms. Mehta reported that a requirement of the grant is to produce an evaluation plan of how to measure success.

Public Comment: Ms. Harris inquired about pest prevention methods in public housing and its effect on asthma and other health disparities. Ms. Mehta reported that cockroaches, their remains and feces, and rodent feces are asthma triggers and that cockroach exposure can also cause new asthma onset in children. The Toxics Reduction Program, with assistance from the Environmental Justice Program and other stakeholders, has been working on an Integrated Pest Management pilot project with the San Francisco Housing Authority at Sunnydale Public Housing to stop spraying pesticides in two buildings. The pilot has been successful in reducing the amount of pests.

Ms. Harris inquired whether there has been a reduction in disease. Ms. Mehta reported that it is difficult to assess the cause and effect in relation to a particular disease when there are so many contributing factors. Ms. Harris inquired whether the Housing Authority is willing to use less onerous methods of pest control. Ms. Cynthia Knowles, Department of the Environment Toxics Reduction program, reported that the IPM program can be more expensive initially with an overall better outcome. She discussed the Department's efforts to raise funds to help pilot the program for the Housing Authority, who are short on staff and funding for this type of program. Ms. Mehta reported that the San Francisco Healthy Homes project is planning to develop IPM plans for the Alice Griffith public housing site and will be using grant funds as an incentive to encourage the Housing Authority to expand and implement IPM at other sites.

7. **Department of the Environment's Website Redesign Update.** Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)  
Deputy Director Assmann reported that a soft launch for the website redesign project is scheduled for November and will be up and running before the end of the calendar year. In conjunction with this effort, work is in progress to replace the "ecofindeRRR" with a new regional

database of five Bay Area counties. He reported that a team of in-house staff is working on the content, and an outside consultant is working on the architecture and design.

Commissioner Stephenson inquired whether the website will include interactive elements such as social networking. Deputy Director Assmann reported that the new site will be more interactive, allow for more feedback, have the ability to evolve, and be more easily updated. Commissioner Stephenson suggested that the site include an outreach and fundraising component. Deputy Director Assmann concurred and would research the possibility of including this component. Commissioner Mok suggested that the site include briefings in other languages. Deputy Director Assmann reported that it is a high priority to include as much information as possible in Spanish and Chinese. This agenda topic was continued to the next Operations Committee meeting in January to discuss the website launch.

**8. Department of the Environment Public Outreach Program Update.** Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that the Department is in the process of refilling five vacancies in the Public Outreach team. Applications are being reviewed and interviews are being held for the Program Manager, Grassroots Coordinator, Website Coordinator, and General Outreach positions. The Volunteer Coordinator position has been filled by Mr. Clark Hatchet. It is expected that all selections will be made by mid- to end of November, and all staff will be on board by mid- or end of December. Commissioner Stephenson inquired whether there would be salary savings reflected in the budget as a result of vacancies. Deputy Director Assmann reported that the budget includes a partial amount for attrition, and the rest would be carried over to next year's budget.

**9. Preliminary Discussion on the Department of the Environment's 2012-13 Draft Budget.** (Explanatory Documents: 2012-13 Personnel Costs Projections) Sponsor and Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that after a review of funding sources and expenses, projected personnel cost shortages have been identified in the Department's 2012-13 Fiscal Year Budget in the Clean Transportation, Energy, and Climate programs. A discussion was held on potential sources of funding that have been identified to meet shortages in addition to what has to be raised. The shortages are a result of a number of grants ending this year, most notably \$3 million in federal-stimulus funding. It was explained that funding has been identified or projected to be available for Transportation Demand Management, Green Building and Renewable Energy programs, and that Climate will be fundraising to meet its shortfall. The Energy shortfall has now been reduced to \$195,000 because of an agreement to allow grant funding to be transferred from professional services to personnel costs. It was reported that the appropriation for electric vehicle work ended in September of this year, so the biggest challenge at this time is identifying funding for electric vehicle and alternative fuels work. It was reported that the Zero Waste and Toxics Reduction programs are stable as a result of Impound Account funding. The Energy Watch program is self-funded, and the Environmental Justice Program has sufficient funding available for the next fiscal year.

Commissioner Stephenson inquired what percentage of the 2011 budget was stimulus funded. Deputy Director Assmann reported that \$3 million of an \$18 million Department budget was



stimulus-funded. Commissioner Mok inquired about the budget timeline. Deputy Director Assmann reported that the budget will be voted on for approval at both the Operations Committee and Commission meetings in January 2012. The budget would then be submitted to the Mayor's Office in February and heard by the Board of Supervisors in June. He reported that the Department has been asked to prepare a two-year projection, which may be difficult to do because grant funds are received at different times. Commissioner Stephenson inquired whether there would be overhead resulting from the Department's move to a new office location. Deputy Director Assmann reported that overhead would be increased by an estimated \$3000 per person to factor in a rent increase of 25 percent.

**10. Status of the Department of the Environment's Office Move.** (Explanatory Document: Green Tenant Toolkit) (Continued Discussion from the July 20, 2011 Meeting) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that a selection has been made of two sites located on Market Street for the new office location, one preferred site that the City is considering purchasing, and one backup site. A report was provided on office space configuration at both sites, and the benefits of the preferred site versus the backup. It was explained that the Department's current lease at 11 Grove Street expires in May, but there is an option to rent month to month at an increased cost. The office move was originally scheduled for May, but has been delayed to August or September pending Real Estate and Board of Supervisor approvals. In the meantime, an internal working group is meeting weekly to discuss planning and design for the new space. Discussions are also being held with the Business Council on Climate Change to implement a Green Tenant Toolkit to use as a blueprint for the design and implementation of the move.

**11. New Business/Future Agenda Items.** (Discussion) This agenda item was discussed during the course of the meeting. Future agenda items include continued discussions on Items 7, 9 and 10.

**12. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

**13. Adjournment.** The Operations Committee meeting adjourned at 6:18 p.m.

**The next Operations Committee meeting is scheduled for Wednesday, January 18, 2012 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, California.**

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

\*Approved:



**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**REGULAR MEETING APPROVED MINUTES  
WEDNESDAY, OCTOBER 19, 2011, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Angelo King, Heather Stephenson

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Commission Operations Committee meeting convened at 5:08 p.m. Present: Chair Mok and Commissioner Stephenson; Absent: Commissioner King.
2. **Approval of Minutes of the July 20, 2011 Operations Committee Meeting.** (Explanatory Document: July 20, 2011 Operations Committee Draft and Approved Minutes) (Discussion and Action)  
  
Commissioner Mok motioned, second by Commissioner Stephenson, to approve the July 20, 2011 Commission Operations Committee Meeting Minutes. Public Comment: Mr. David Pilpel asked that the first reference to his public comment include his first name. The July 20, 2011 Meeting Minutes were approved with an amendment to add Mr. Pilpel's first name to his first public comment reference. (AYES: Commissioners Mok and Stephenson; Absent: Commissioner King)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Approval of the City and County Bike Fleet Grant Solicitation.** (Explanatory Documents: Bike Fleet Grant Solicitation, Funding Agreement, and Proposal) Sponsor: David Assmann, Deputy Director; Speaker: Krute Singa, Transportation Demand Manager (Discussion and Action)

Ms. Krute Singa presented on San Francisco County Transportation Authority County Manager Transportation Fund for Clean Air grant funds received for the City and County of San Francisco Bike Fleet Program since 2005. She reported that this year's grant solicitation for \$13,000.00 was released on September 30 and applications were due on October 14. One proposal was



received from the San Francisco Bicycle Coalition that the Department is in the process of selecting to work on the program. The grant funding for this program will end on December 1, 2012.

Ms. Singa reported that the Bike Fleet program will provide City departments with bicycles and related accessories so they can use bicycles during work hours for work-related trips. The 2010 Bike Fleet Survey results showed a reduction in vehicle fleet use as a result of this program. Requests were made for the Department of the Environment to provide more support and training, which were incorporated into this grant solicitation. She reported on the tasks that the Department and subcontractor would be involved with that include conducting site visits, creating toolkits and outreach material, procuring bicycles and equipment, conducting training sessions, and administering a survey.

Commissioner Mok inquired about the outreach that would be required to administer the program. Ms. Singa reported that the Department has been conducting outreach to City departments and new employees on a regular basis, and that there is now a waiting list of departments and staff who have requested bikes. The funds are focused on departments on the waiting list. The trainings and toolkits are targeted to every staff member and department who received bicycles since 2005.

Commissioner Stephenson pointed out that the proposal exceeds the maximum amount of the grant. Deputy Director Assmann stated that the proposal cannot exceed the maximum of \$13,000.00, and pointed out that the dates on the grant should be changed from September 30, 2011 and October 14, 2010 to 2011 respectively.

Public Comment: Mr. David Pilpel inquired whether the grant solicitation was subject to approval by the full Commission or Committee. Deputy Director Assmann reported that the Operations Committee customarily approves Department grants. Mr. Pilpel inquired about the distinction of work between the Department of the Environment and Bicycle Coalition in administering this program. Ms. Singa reported that since inception of the program in 2005, the Department has been providing outreach, managing the wait list, procuring bicycles and equipment, and providing all the materials, signage and administrative setup. The scope is now being expanded to develop a toolkit that will serve as a department guide, administering a survey, and conducting trainings. The contractor will primarily be providing the Department support in developing the toolkit and leading trainings.

Upon Motion by Commissioner Mok, second by Commissioner Stephenson, the Bike Fleet Grant solicitation was approved. (AYES: Commissioners Mok and Stephenson; Absent: Commissioner King)

**5. Environmental Justice Program—Update on Environmental Justice Grants and Special Projects.**  
(Explanatory Document: Environmental Justice Grant Recipients and List of Incoming Grants 2001-2011) Sponsor: David Assmann, Deputy Director; Speaker: Anne Eng, Environmental Justice Program Manager (Informational Presentation and Discussion)

Ms. Anne Eng introduced Environmental Justice staff in attendance at the meeting. She reported on the \$13 million dollar grant funding that the Environmental Justice program had received from the state and awarded over the past ten years for staff support and to various grant recipients

(see explanatory document) to carry out programs in underserved neighborhoods. The fund is now coming to a close with \$500,000 left in reserve. In addition to this grant, the Environmental Justice program received supplemental funding from non-city sources to support programs such as the Bayview Farmers Market and the Healthy Homes project.

Ms. Eng reported that the Environmental Justice Strategic Plan that is part of the Department's overall Strategic Plan was reviewed and approved by the Commission at a previous meeting (explanatory document: Environmental Justice Strategic Plan). The Environmental Justice Program will be refining its Strategic Plan and transitioning from grant-making to a service provider role. In this process, grant recipients and community stakeholders will be surveyed in order to make sure that the Environmental Justice program goals and objectives are aligned with the community. Ms. Eng discussed work accomplished with the use of grant funds in southeast neighborhoods that include establishing community gardens and urban agriculture projects, installation of over 100 solar systems, and additional energy efficiency and renewable energy projects. Work will continue in the areas of energy efficiency and renewable energy, green jobs, urban agriculture, and the Healthy Homes project.

Commissioner Stephenson inquired how much grant funding was received from outside sources in addition to the \$13 million. Ms. Eng reported that approximately two million dollars was received over a ten-year period, and a list of incoming grants was distributed to Commissioners. Commissioner Mok inquired about next steps that would be taken with the \$500,000 in reserve. Ms. Eng reported that next steps would include strategic planning, assessment of programs, and fundraising.

Public Comment: Ms. Lurilla Harris inquired whether an investment would be made in solar hot water systems. Ms. Eng reported that this project was considered several years ago, but the durability of rooftops in the southeast sector presented a barrier. She reported that it now makes more economical sense to consider solar thermal, and discussions would be held with the Energy team to move the idea forward.

**6. San Francisco Healthy Homes, a Project to Address Health Disparities in San Francisco.**

(Explanatory Documents: Vision Statement, Turning Vision into Action Presentation, Advisory Committee Meeting Handout) Sponsor: David Assmann, Deputy Director; Speaker: Sraddha Mehta, Senior Environmental Justice Coordinator (Informational Presentation and Discussion)

Ms. Sraddha Mehta reported on the Centers for Disease and Prevention Control two-year grant to launch the San Francisco Healthy Homes Project. The purpose of the grant is to develop a Community Action Plan with a goal to eliminate asthma and other health inequities in San Francisco focusing on the Bayview Hunters Point neighborhood. Health disparities are differences in the distribution of disease and illness across different populations. The Healthy Homes Project will be working on health inequities, or systemic, unfair, avoidable and unjust differences in health status and mortality rates. (Slide 1, page 1).

Ms. Mehta presented combined adult and pediatric asthma hospitalization pooled 1999-2001 discharge data by San Francisco zip code to demonstrate that certain neighborhoods, namely the Bayview Hunters Point and Tenderloin neighborhoods, have higher asthma hospitalization rates than others (Slide 2, page 1). The San Francisco Healthy Homes Project will focus on improving Bayview neighborhood public housing pest management methods, as pests are a



major issue in public housing and both pests and pesticides are asthma triggers. She discussed the lower rate in life expectancy due to poverty in San Francisco County (Slide 3, page 2) and the framework for understanding health inequities (Slide 4, page 2). The Department's focus will be on neighborhood conditions, social, environmental, and economic factors that are the root causes of poor health outcomes. The Environmental Justice program currently focuses on these factors through its various projects and programs.

Ms. Mehta reported that the project will be using the Mobilizing for Action through Planning and Partnership (MAPP) step-by-step participatory approach to public health improvement and turning vision into action (Slide 6, page 3). The MAPP planning process steps were described (Page 4, Slide 7). She reported on outreach and source documents that were used to develop the vision statement. She reported that the grant is specifically to develop a Community Action Plan. Funding will then be identified to implement the Plan, and the Environmental Justice program will collect information to determine future goals.

Commissioner Mok inquired about the grant timeline. Ms. Mehta reported that the grant expires on September 30, 2012. The completion of the Community Action Plan is scheduled for August 2012, which allows for a month of evaluation and re-vetting the Plan with community groups at public meetings. The Commission will have an opportunity to review the Community Action Plan. Commissioner Stephenson inquired whether there would be a plan to measure success. Ms. Mehta reported that a requirement of the grant is to produce an evaluation plan of how to measure success.

Public Comment: Ms. Harris inquired about pest prevention methods in public housing and its effect on asthma and other health disparities. Ms. Mehta reported that cockroaches, their remains and feces, and rodent feces are asthma triggers and that cockroach exposure can also cause new asthma onset in children. The Toxics Reduction Program, with assistance from the Environmental Justice Program and other stakeholders, has been working on an Integrated Pest Management pilot project with the San Francisco Housing Authority at Sunnydale Public Housing to stop spraying pesticides in two buildings. The pilot has been successful in reducing the amount of pests.

Ms. Harris inquired whether there has been a reduction in disease. Ms. Mehta reported that it is difficult to assess the cause and effect in relation to a particular disease when there are so many contributing factors. Ms. Harris inquired whether the Housing Authority is willing to use less onerous methods of pest control. Ms. Cynthia Knowles, Department of the Environment Toxics Reduction program, reported that the IPM program can be more expensive initially with an overall better outcome. She discussed the Department's efforts to raise funds to help pilot the program for the Housing Authority, who are short on staff and funding for this type of program. Ms. Mehta reported that the San Francisco Healthy Homes project is planning to develop IPM plans for the Alice Griffith public housing site and will be using grant funds as an incentive to encourage the Housing Authority to expand and implement IPM at other sites.

- 7. Department of the Environment's Website Redesign Update.** Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)  
Deputy Director Assmann reported that a soft launch for the website redesign project is scheduled for November and will be up and running before the end of the calendar year. In conjunction with this effort, work is in progress to replace the "ecofinderRRR" with a new regional

database of five Bay Area counties. He reported that a team of in-house staff is working on the content, and an outside consultant is working on the architecture and design.

Commissioner Stephenson inquired whether the website will include interactive elements such as social networking. Deputy Director Assmann reported that the new site will be more interactive, allow for more feedback, have the ability to evolve, and be more easily updated. Commissioner Stephenson suggested that the site include an outreach and fundraising component. Deputy Director Assmann concurred and would research the possibility of including this component. Commissioner Mok suggested that the site include briefings in other languages. Deputy Director Assmann reported that it is a high priority to include as much information as possible in Spanish and Chinese. This agenda topic was continued to the next Operations Committee meeting in January to discuss the website launch.

**8. Department of the Environment Public Outreach Program Update.** Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that the Department is in the process of refilling five vacancies in the Public Outreach team. Applications are being reviewed and interviews are being held for the Program Manager, Grassroots Coordinator, Website Coordinator, and General Outreach positions. The Volunteer Coordinator position has been filled by Mr. Clark Hatchet. It is expected that all selections will be made by mid- to end of November, and all staff will be on board by mid- or end of December. Commissioner Stephenson inquired whether there would be salary savings reflected in the budget as a result of vacancies. Deputy Director Assmann reported that the budget includes a partial amount for attrition, and the rest would be carried over to next year's budget.

**9. Preliminary Discussion on the Department of the Environment's 2012-13 Draft Budget.** (Explanatory Documents: 2012-13 Personnel Costs Projections) Sponsor and Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that after a review of funding sources and expenses, projected personnel cost shortages have been identified in the Department's 2012-13 Fiscal Year Budget in the Clean Transportation, Energy, and Climate programs. A discussion was held on potential sources of funding that have been identified to meet shortages in addition to what has to be raised. The shortages are a result of a number of grants ending this year, most notably \$3 million in federal-stimulus funding. It was explained that funding has been identified or projected to be available for Transportation Demand Management, Green Building and Renewable Energy programs, and that Climate will be fundraising to meet its shortfall. The Energy shortfall has now been reduced to \$195,000 because of an agreement to allow grant funding to be transferred from professional services to personnel costs. It was reported that the appropriation for electric vehicle work ended in September of this year, so the biggest challenge at this time is identifying funding for electric vehicle and alternative fuels work. It was reported that the Zero Waste and Toxics Reduction programs are stable as a result of Impound Account funding. The Energy Watch program is self-funded, and the Environmental Justice Program has sufficient funding available for the next fiscal year.

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**10. Status of the Department of the Environment's Office Move.** (Explanatory Document: Green Tenant Toolkit) (Continued Discussion from the July 20, 2011 Meeting) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that a selection has been made of two sites located on Market Street for the new office location, one preferred site that the City is considering purchasing, and one backup site. A report was provided on office space configuration at both sites, and the benefits of the preferred site versus the backup. It was explained that the Department's current lease at 11 Grove Street expires in May, but there is an option to rent month to month at an increased cost. The office move was originally scheduled for May, but has been delayed to August or September pending Real Estate and Board of Supervisor approvals. In the meantime, an internal working group is meeting weekly to discuss planning and design for the new space. Discussions are also being held with the Business Council on Climate Change to implement a Green Tenant Toolkit to use as a blueprint for the design and implementation of the move.

**11. New Business/Future Agenda Items.** (Discussion) This agenda item was discussed during the course of the meeting. Future agenda items include continued discussions on Items 7, 9 and 10.

**12. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

**13. Adjournment.** The Operations Committee meeting adjourned at 6:18 p.m.

**The next Operations Committee meeting is scheduled for Wednesday, January 18, 2012 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, California.**

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393  
\*Approved: April 18, 2012



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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

01-10-12A08:04 RCVD

**NOTICE OF REGULAR MEETING AND AGENDA  
WEDNESDAY, JANUARY 18, 2012, 5:00 P.M.**

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**DEPARTMENT OF THE ENVIRONMENT ECO-CENTER  
11 GROVE STREET, SAN FRANCISCO, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Angelo King and Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the October 19, 2011 Operations Committee Meeting.** (Explanatory Document: October 19, 2011 Operations Committee Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Department of the Environment's Website Redesign Update.** (Continued from the October 19, 2011 Meeting) Sponsor: Melanie Nutter, Director; Staff Speaker: Jesse Woltjer, Internet Communications Coordinator Assistant (10 minutes) (Informational Report and Discussion)
- 5. Review and Approval of the Commission on the Environment's Operations Committee Section of the 2011 Annual Report Draft.** Sponsor: Commissioner Wald (Explanatory Document: 2011 Annual Report Draft) (Discussion and Action)
- 6. Review and Approval of the Department of the Environment's 2012-13 Draft Budget for recommendation to the Commission on the Environment.** Sponsor and Speaker: David Assmann, Deputy Director (10 minutes) (Discussion and Action)
- 7. Status of the Department of the Environment's Office Move.** (Continued Discussion from the October 19, 2011 Meeting) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (5 minutes) (Informational Report and Discussion)



## 8. New Business/Future Agenda Items. (Discussion)

**9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

## 10. Adjournment.

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

**The next Operations Committee meeting is scheduled for Wednesday, April 18, 2012 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, California.**

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## Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a)).

## Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, Eco Center, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting: except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: January 9, 2012







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A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

Melanie Nutter  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE MEETING**

**CANCELLED MEETING MINUTES  
WEDNESDAY, JANUARY 18, 2012, 5:00 p.m.**

**DEPARTMENT OF THE ENVIRONMENT ECO CENTER  
11 GROVE STREET  
SAN FRANCISCO, CA 94102**

3.6  
18/12  
cancelled

The Wednesday, January 18, 2012, 5:00 p.m. meeting of the Commission on the Environment's Operations Committee was **CANCELLED** due to a lack of quorum. The next regular meeting is scheduled for Wednesday, April 18, 2012, at 5:00 p.m. at the Department of the Environment's Eco Center, located at 11 Grove Street, San Francisco, CA 94102. Please contact Commission Secretary Monica Fish, at 415-355-3709 or [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) if you would like to be placed on the agenda mailing list for future meetings. An agenda may also be accessed on the Commission website at <https://sites.google.com/a/sfenvironment.org/commission/operations-committee>.

**Posted: January 19, 2012**

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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

04-10-12A10:20 RCVD

**NOTICE OF REGULAR MEETING AND AGENDA  
WEDNESDAY, APRIL 18, 2012, 5:00 P.M.**

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**DEPARTMENT OF THE ENVIRONMENT ECO-CENTER  
11 GROVE STREET, SAN FRANCISCO, CA 94102**

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COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the October 19, 2011 Operations Committee Meeting.** (Explanatory Document: October 19, 2011 Operations Committee Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Status of the Department of the Environment's Office Move and Options for the Eco-Center.** (Continued Discussion from the October 19, 2011 Meeting) (Explanatory Document: Outline of Planning Process) Sponsor: Commissioner Angelo King; Staff Speakers: David Assmann, Deputy Director, Shawn Rosenmoss, Manager of Development and Community Partnerships; Jennifer Kass, Sustainable Partnerships (20 minutes) (Informational Report and Discussion)
- 5. Strategies and Structure for the Department of the Environment Public Outreach and Education Program Area.** (Explanatory Document: Department Organizational Chart) Staff Speakers: Kevin Danaher, Outreach Program Manager and Donald Oliveira, Grassroots Coordinator (20 minutes) (Informational Report and Discussion)
- 6. Department of the Environment's Website Redesign Update.** (Continued from the October 19, 2011 Meeting—This agenda topic will be proposed for continuance to the July 18, 2012 Meeting) Sponsor: Melanie Nutter, Director; Staff Speaker: Jesse Woltjer, Internet Communications Coordinator Assistant (Informational Report and Discussion)







**SF Environment**

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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

04-10-12A10:20 RCVD

**NOTICE OF REGULAR MEETING AND AGENDA  
WEDNESDAY, APRIL 18, 2012, 5:00 P.M.**

GOVERNMENT  
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**DEPARTMENT OF THE ENVIRONMENT ECO-CENTER  
11 GROVE STREET, SAN FRANCISCO, CA 94102**

SAN FRANCISCO  
PUBLIC LIBRARY

COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the October 19, 2011 Operations Committee Meeting.** (Explanatory Document: October 19, 2011 Operations Committee Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
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**7. New Business/Future Agenda Items.** (Discussion)

**8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

**9. Adjournment.**

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, July 18, 2012, 5:00 p.m., at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.

**\*\*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website link <https://sites.google.com/a/sfenvironment.org/commission/operations-committee> as attachments with each agenda or meeting minutes.

**Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

**Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, Eco Center, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: April 10, 2012







**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING DRAFT MINUTES  
WEDNESDAY, APRIL 18, 2012, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Operations Committee meeting convened at 5:10 p.m. Present: Commissioners King and Stephenson; Excused Commissioner Mok.
- 2. Approval of Minutes of the October 19, 2011 Operations Committee Meeting.** (Explanatory Document: October 19, 2011 Operations Committee Draft Minutes) (Discussion and Action) Upon Motion by Commissioner King, second by Commissioner Stephenson, the October 19, 2011 Meeting Minutes were approved without objection (AYES: Commissioners King and Stephenson; Absent: Commissioner Mok).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Status of the Department of the Environment's Office Move and Options for the Eco-Center.** (Continued Discussion from the October 19, 2011 Meeting) (Explanatory Document: Presentation Outline of Planning Process) Sponsor: Commissioner Angelo King; Staff Speakers: David Assmann, Deputy Director, Shawn Rosenmoss, Manager of Development and Community Partnerships; Jennifer Kass, Sustainable Partnerships (20 minutes) (Informational Report and Discussion)

Deputy Director Assmann reported on the Department's relocation process on topics that include:

- Requirements and criteria for office space (location, price, and space).
- The search for office space location from the Civic Center area to the Embarcadero.
- Selection of 1455 Market Street.



- The building's convenient location, space configuration, and building amenities.
- Timeline from letter of intent to building management, introduction at Board of Supervisors, design completion, beginning of construction, and target move date.
- Parallel process of design and build-out.
- Members of the Building Committee and acknowledgement to the Real Estate Department.

Commissioner Angelo King made the following comments:

- Bike parking should be sufficient enough for staff and the public and be located in a secure location. Deputy Director Assmann and Ms. Shawn Rosenmoss reported on negotiations in place to secure bike parking in the building's garage that would accommodate staff and visitors to the Department.
- Meeting space design should take into account public meeting requirements. Deputy Director Assmann reported on increased access to meeting space in the new location.
- The benefits to the Department of locating the Eco Center on a ground floor in order to retain the current energy of the present space in terms of public access, foot traffic, informality of public interaction, and visibility. He suggested monitoring foot-traffic and querying the Department's constituency for feedback in this area. Deputy Director Assmann discussed the configuration of the proposed Eco Center that would be in the Department's main entryway on the 12<sup>th</sup> floor. Ms. Kass and Ms. Rosenmoss discussed the option for future ground floor space in the building. Ms. Rosenmoss reported that many of the same activities will be retained in the new space.

Commissioner Heather Stephenson inquired about the following considerations:

- Program area interaction and accessibility in the office space configuration. Deputy Director Assmann and Ms. Rosenmoss reported that staff is being surveyed to determine individual needs and the best design for staff/program area adjacencies, offices, collaborative spaces, filing and storage, furniture design, and other related considerations.
- Whether the current office furniture would be reused or if new furniture would be purchased. Deputy Director Assmann reported that it would be a combination of the two, that any thing usable would be moved with the exception of the cubicles that are not designed for the new space.
- Whether the purchase of office furniture would be included in the building lease agreement or through the City. She suggested contacting plant nurseries that may be able to provide greenery. Deputy Director Assmann reported that there are plans to add greenery and to accept donations. He reported on the amount of building donations being offered for renovation and the Department's costs.
- The term of the lease. Deputy Director Assmann reported that the lease is for seven years with two five-year renewal options.

5. **Strategies and Structure for the Department of the Environment Public Outreach and Education Program Area.** (Explanatory Documents: Department Organizational Chart and EnvironmentNow Campaign and Timelines Chart) Staff Speakers: Kevin Danaher, Outreach Program Manager and Donald Oliveira, Grassroots Coordinator (20 minutes) (Informational Report and Discussion)

Commissioner King reported that one of the responsibilities of the Commission Operations Committee outlined in the Bylaws is to oversee outreach for the Department. Mr. Kevin Danaher reported on the Outreach team's organizational structure, key personnel, and work assignments. He discussed the current program's shift to a community organization mode with emphasis on developing neighborhood community relations with anchor institutions and key leadership that would create an impact by circulating messages within their community. He discussed current events—the Mayor's Earth Day breakfast, soft launch of the Department's new website, new newsletter template, recent press and media coverage, and statistics from social media. Mr. Danaher emphasized outreach objectives to accelerate movement toward sustainability and a culture of innovation through comradely criticism and a constant improvement model.

Mr. Donald Oliveira reported on the EnvironmentNow program's organizational structure, neighborhood campaigns, and outreach activities in the Toxics Reduction and Zero Waste programs and work accomplished on the new website launch. He reported that the Outreach team's focus has transitioned from an advertisement/media-driven message to a neighborhood involvement and outreach campaign so as to educate the public and engage them for feedback. This approach would lead to a sustained behavior change. Mr. Oliveira discussed key campaigns, strategies, goals and objectives, target audience, and timelines for each project (reference explanatory documents).

Commissioner King commented on the following:

- Suggested that Director Nutter mention the Commission at events such as the Mayor's Earth Day breakfast.
- Offer environmental outreach associates training in Cantonese in order to build capacity and lead to better outreach and individual opportunities that would meet the requirements of the Department's job announcements.
- Implement a trial outreach campaign advertised only through social media to determine its impact and influence. Mr. Oliveira reported on plans to test strategies through the implementation of social media such as Zipcode+4 advertising on computers.
- Schedule field visits and events that focus on products that may be new or that the community is not familiar with.
- Expand the partnership with the Bicycle Coalition to increase messaging, programs, and access to bike facilities. Bring bike racks to install at Department events. Ms. Rosenmoss discussed the Municipal Transportation Authority's lead role in bike planning and the Department's Clean Air team's work on alternative transportation programs. She discussed the Department's search for funding to work with the Bicycle Coalition on bike planning around the 4<sup>th</sup> and Mission corridor. Mr. Danaher and Ms. Rosenmoss discussed current programs and collaborations to promote the bicycle as alternative transportation and the Department's purchase of cargo bikes.



- Consider creating policy or make recommendations to strengthen the most difficult campaigns that people may not be motivated to do. Mr. Oliveira discussed strengthening the enforcement of ordinance penalties as one solution.

Commissioner Stephenson made the following suggestions:

- Present information by hierarchy of each program's target objectives, audience, and strategies so the Commission can provide feedback to the whole plan.
- Present overarching Department objectives that are not programmatic. Identify goals that are in the Department's purview and ones that may be in the purview of other Departments.
- Held a discussion on the importance of developing education and outreach strategies that are tailored to each neighborhood based on knowledge of the user base. Mr. Oliveira concurred that this strategy is tailored to each user base and can evolve based on the knowledge of the resident.

- 6. Department of the Environment's Website Redesign Update.** (Continued from the October 19, 2011 Meeting—This agenda topic will be proposed for continuance to the July 18, 2012 Meeting)  
Sponsor: Melanie Nutter, Director; Staff Speaker: Jesse Woltjer, Internet Communications Coordinator Assistant (Informational Report and Discussion)

This agenda item was continued to the July 18, 2012 meeting.

- 7. New Business/Future Agenda Items.** (Discussion) Commissioner Stephenson requested a case study on one program that the new Outreach team is starting to be presented at the October Commission Operations Committee meeting. Mr. Oliveira reported that the case study would include a study of the impact of strategies, messaging, and social media. Deputy Director Assmann reported that the July meeting should include an update on the Department's move and website redesign. Commissioner King suggested a future meeting discussion on outreach for the plastic bag ban and design for the Department's new location.
- 8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
- 9. Adjournment.** The Commission Operations Committee meeting adjourned at 6:37 p.m.

**The next Operations Committee meeting is scheduled for Wednesday, July 18, 2012 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.**

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393  
\*Approved:



**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING APPROVED MINUTES  
WEDNESDAY, APRIL 18, 2012, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

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PUBLIC LIBRARY

COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Operations Committee meeting convened at 5:10 p.m. Present: Commissioners King and Stephenson; Excused Commissioner Mok.
2. **Approval of Minutes of the October 19, 2011 Operations Committee Meeting.** (Explanatory Document: October 19, 2011 Operations Committee Draft Minutes) (Discussion and Action) Upon Motion by Commissioner King, second by Commissioner Stephenson, the October 19, 2011 Meeting Minutes were approved without objection (AYES: Commissioners King and Stephenson; Absent: Commissioner Mok).
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8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
9. **Adjournment.** The Commission Operations Committee meeting adjourned at 6:37 p.m.

**The next Operations Committee meeting is scheduled for Wednesday, July 18, 2012 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.**

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393  
\*Approved: July 18, 2012



**SF Environment**

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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

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**NOTICE OF REGULAR MEETING AND AGENDA  
WEDNESDAY, JULY 18, 2012, 5:00 P.M.**

JUL -5 2012

**DEPARTMENT OF THE ENVIRONMENT ECO-CENTER  
11 GROVE STREET, SAN FRANCISCO, CA 94102**

**SAN FRANCISCO  
PUBLIC LIBRARY**

COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the April 18, 2012 Operations Committee Meeting.** (Explanatory Document: April 18, 2012 Operations Committee Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Environmental Justice Program Update.** (Explanatory Documents: Environmental Justice Program Overview, San Francisco Environment Announcement of Brownfields Assessment Grant Award and San Francisco Healthy Homes Project Workshop and Newsletter) Sponsor: Commissioner Angelo King; Speaker: Anne Eng, Environmental Justice Program Manager (20 minutes) (Informational Report and Discussion)
5. **Review and Approval of Department of the Environment Funding Recommendations for 2012-13 Zero Waste Grants for recommendation to the Commission on the Environment.** (Explanatory Documents: Zero Waste Program Grant Funding Recommendations for 2012-13 and Draft Resolution File 2012-04-COE) Sponsor: David Assmann, Deputy Director; Speaker: Kevin Drew, Residential Zero Waste and Special Projects Coordinator and Alexa Kieley, Residential Zero Waste and Special Projects Assistant (10 minutes) (Discussion and Action)
6. **Outreach for San Francisco's Expanded Checkout Bag Reduction Ordinance.** (Explanatory Document: Expanded Checkout Bag Reduction Ordinance) Sponsor: David Assmann, Deputy Director; Speaker: Donald Oliveira, Grassroots Program Manager (10 minutes) (Informational Report and Discussion)
7. **Status of the Department of the Environment's Office Move.** (Explanatory Document: Office Move Background Material) (Continued Discussion from the April 18, 2012 Meeting) Sponsor: Commissioner Angelo King; Staff Speaker: David Assmann, Deputy Director (20 minutes) (Informational Report and Discussion)



8. **Fiscal Year 2012-13 Budget Update.** Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (5 minutes) (Informational Report and Discussion)
9. **Department of the Environment's Website Redesign Update.** (Continued from the April 18, 2012 Meeting) Sponsor: Melanie Nutter, Director; Staff Speakers: Zoey Kroll, Internet Communications Manager and Jesse Woltjer, Internet Communications Coordinator Assistant (Informational Report and Discussion) **This agenda topic is proposed for referral to the July 24, 2012 Commission on the Environment meeting.**
10. **New Business/Future Agenda Items.** (Discussion)
11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
12. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, October 17, 2012, 5:00 p.m., at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes.

#### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

#### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, Eco Center, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [soff@sfgov.org](mailto:soff@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: July 2, 2012







**SF Environment**

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING DRAFT MINUTES  
WEDNESDAY, JULY 18, 2012, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

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**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Commission on the Environment Operations Committee meeting convened at 5:05 p.m. Present: Commissioners King and Stephenson; Excused: Commissioner Mok.
2. **Approval of Minutes of the April 18, 2012 Operations Committee Meeting.** (Explanatory Document: April 18, 2012 Operations Committee Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Stephenson, second by Commissioner King, the April 18, 2012 Meeting Minutes were approved without objection (AYES: Commissioners Stephenson and King; Absent: Commissioner Mok).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Environmental Justice Program Update.** (Explanatory Documents: Environmental Justice Program Overview, San Francisco Environment Announcement of Brownfields Assessment Grant Award, San Francisco Healthy Homes Project Workshop and Newsletter, and Brownfields Assessment Press Event Announcement) Sponsor: Commissioner Angelo King; Speaker: Anne Eng, Environmental Justice Program Manager (Informational Report and Discussion)

Ms. Anne Eng reported on the Department of the Environment's Environmental Justice Program's administration of City-funded grant awards to non-profit groups that support community projects in the Bayview Hunters Point and Potrero Hill neighborhoods in the Southeast area of San Francisco. The focus of the grants are on preventing and reducing air pollution, promoting energy efficiency and renewable energy systems, and building community garden projects. Ms. Eng also reported on the Program's management of grants from non-City sources that include:



- ✚ \$400,000 grant award from U.S. Environmental Protection Agency to perform brownfields assessments of eight to ten sites in the Bayview Hunters Point area that will help to increase access to the Blue Greenway, a 13-mile open space waterfront corridor which extends along the City's eastern shoreline. Grant term: October 2012 – September 2015.
- ✚ \$35,000 grant award from San Francisco Foundation to promote Integrated Pest Management (IPM) in public housing units at Alice Griffith and/or Sunnydale Housing development sites. Grant term: April 2012 – March 2013.
- ✚ \$500,000 planning grant provided by US Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) for the San Francisco Healthy Homes project. Grant term: October 2010 - March 1, 2013 (subject to approval of 6-month extension by CDC).

(See explanatory documents for a complete description of grant awards.)

Ms. Eng announced that there would be a Department and Environmental Protection Agency Brownfields Assessment press event and group walk or bike ride before the event on Thursday, July 26 to promote support for the Blue Greenway. Commissioner King spoke in support of the Department's management of grant awards and suggested that future events be held on a weekend day in order to increase participation. Ms. Eng reported that there would be increased outreach and many more public events held to promote the Blue Greenway in the future.

Public Comment: Mr. David Pilpel requested a report on the San Francisco Healthy Homes Project. Ms. Eng reported that the Department and the Bayview Hunters Point YMCA hosted a San Francisco Healthy Homes Strategic Planning Workshop to discuss the results of four health assessments and to identify the four strategic issues that will be addressed by the San Francisco Healthy Homes Community Action Plan (see explanatory document). Mr. Pilpel asked that other City departments be included in collaborations in future presentations to the Commission and Committees.

Commissioner King suggested that the design phase of new development projects take into account best practices and lessons learned. Ms. Eng reported on work with Integrated Pest Management staff to develop training sessions for HopeSF developers. Commissioner King requested an extended discussion on this topic at a future meeting.

**5. Review and Approval of Department of the Environment Funding Recommendations for 2012-13 Zero Waste Grants for recommendation to the Commission on the Environment.** (Explanatory Documents: Zero Waste Program Grant Funding Recommendations for 2012-13 and Draft Resolution File 2012-04-COE) Sponsor: David Assmann, Deputy Director; Speaker: Kevin Drew, Residential Zero Waste and Special Projects Coordinator (Discussion and Action)

Mr. Drew reported on Zero Waste Program grant proposals received and funding recommendations for the 2012-13 fiscal year for six grantees, five of which are for grantees that have existing contracts with the Department, and one for a new program "Loved Twice" that utilizes other City health programs to deliver recovered baby clothes to new mothers in need.

Commissioner Stephenson inquired about grantees that have existing grants that did not receive funding for an extended cycle. Mr. Drew discussed grantees that were not funded because of high funding requests or grantees that have changed what they do over time so no longer require funding from the Department. Deputy Director Assmann and Mr. Drew discussed the grant cycle for grants that started later in the fiscal year and are being extended until January of next year. It was reported that the grants will all conclude by June 2013, and a new grant cycle will begin at that time.

Commissioner Stephenson inquired whether a quality assessment is performed during the grant cycle. Mr. Drew reported that grantees that are performing well will score better, and there are grantees that are performing so well that have started their own business or receive sufficient funding from other sources. Commissioner King reported that many of these organizations provide an added benefit of creating jobs and opportunities for at-risk adults. He asked that a report be produced listing the number of jobs that are being produced through grant programs.

Public Comment: Mr. David Pilpel suggested that summaries about the Department's grant awards be added to the Department's website at the end of the fiscal year or grant cycle. The summary should include what the grant has accomplished, experiences, jobs created, and quantitative and qualitative reports as an opportunity to communicate achievements. Deputy Director Assmann concurred that a website project should be started to list the grants awarded, accomplishments, who has benefitted, and actions that have been achieved for every grant award. Mr. Pilpel suggested inviting grantees to a Department public event such as the Earth Day Breakfast to recognize the work that they do. Mr. Drew discussed the Department's job opportunities that were created through partnerships with grantees.

Commissioner King asked that grantees who receive an award of \$100,000 or more be expected to present on their project to the full Commission in the future. Upon Motion by Commissioner King, second by Commissioner Stephenson, Resolution File 2012-04-COE was approved for recommendation to the Commission on the Environment to consider at its July 24, 2012 meeting. (AYES: Commissioners King and Stephenson; Absent: Commissioner Mok).

- 6. Outreach for San Francisco's Expanded Checkout Bag Reduction Ordinance.** (Explanatory Documents: Expanded Checkout Bag Reduction Ordinance, Checkout Ordinance Bag Factsheet, and Informational Handouts) Sponsor: David Assmann, Deputy Director; Speaker: Donald Oliveira, Grassroots Program Manager (Informational Report and Discussion)

Mr. Donald Oliveira reported that the Checkout Bag Reduction Ordinance requires the Department of the Environment to conduct multilingual grassroots outreach prior to the October 1, 2012 enactment of the Ordinance directed to retail businesses and October 1, 2013 enactment directed to restaurants. He discussed outreach tools that were referenced for historical ordinances and applied to current strategies.

Mr. Oliveira reported that EnvironmentNow staff is conducting door-to-door corridor outreach, that vendor bag fairs are being promoted, and multilingual factsheets and information will be mailed to over 18,500 city businesses, beginning with retail establishments. Incentives are being offered to join the vendor bag fairs and partnerships are being formed with small businesses to work on future events to communicate the goals of the Ordinance. EnvironmentNow staff has currently visited over 3000 businesses in person and will continue to do so during the course of the summer. Staff will continue consumer outreach to influence residents to bring their bags, which



will have an effect on the success of the Ordinance. Mr. Oliveira reported on legal challenges set forth by the Plastic Bag Coalition that the City has prevailed over.

Commissioner Stephenson inquired about consumer outreach plans. Mr. Oliveira reported on partnerships being formed to create a regional survey to identify people's actions and behaviors at stores. There will be additional supermarket-focused outreach closer to the October 1, 2012 enactment date through tabling, canvas bag distribution, and poster distribution directed to city residents.

Commissioner King discussed the shift from plastic bags to paper bag usage and the goal to shift to reusable bags in order to save resources. He discussed the feasibility of doing a city-wide campaign with limited personnel and resources and suggested starting with an outreach model in one area or supermarket in order to identify whether behavior change has occurred or can be changed. Mr. Oliveira acknowledged two San Francisco businesses for starting a program where if you bring your own bag back to the store, you receive a ten percent discount. He discussed current incentives being offered through businesses and outreach that is focused on communicating the shift to reusable bags.

Commissioner Stephenson inquired about the amount of research that is available from other jurisdictions on purchasing behavior by people using various modes of transportation such as biking and public transportation. She discussed the idea of awarding a grant to a designer to create bicycle grocery bags. Mr. Oliveira discussed the possibility of designing bags with handle-size variations for people of different heights and various commuter modes. He reported that the Los Angeles Public Works Department has received a 95 percent reduction in plastic bag usage as a result of their programs. Surveys based on location and type of supermarket store, have shown that some supermarkets have a high percentage of reuse while others have a low percentage.

Commissioner Stephenson reported on the success of businesses that do not use bags and reuse their boxes so that recycling fees do not apply. Commissioner King discussed ideas for enforcing behavior change by eliminating paper and plastic bags from stores. Commissioner Stephenson suggested that there be a citywide giveaway of canvas bags at the enactment of the Ordinance. Mr. Oliveira reported on a recent bag giveaway by Recology and future plans and partnerships being considered.

#### Public Comment:

Mr. David Pilpel suggested that the Department's website publicize business and consumer success stories. Mr. Oliveira reported that filming is in progress to capture testimonials.

Mr. Andrew More O'Ferrall discussed the idea of offering bicycle-delivery services of products, which would present employment opportunities and replace the need for paper bag usage. He suggested the use of biodegradable bags as an alternative to plastic bags. Mr. Oliveira reported that compostable bags that meet BPA certification will be allowed, but that any bag at checkout will incur a charge that the retailer will be able to retain.

- 7. Status of the Department of the Environment's Office Move.** (Explanatory Document: Office Floor Plan Draft) (Continued Discussion from the April 18, 2012 Meeting) Sponsor: Commissioner Angelo King; Staff Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that the Department's lease proposal for the office move to 1455 Market Street was approved by the Board of Supervisors and finalized on June 27, 2012. He reported that next steps would be to hire and review a formal proposal from the architect, finalize a construction plan, and then move into the building. It was reported that the biggest task is to secure donations in the next six to eight weeks on items to integrate into the new space. Committee members reviewed and discussed the Draft Floor Plan that was presented for review.

Commissioner King inquired about the availability of conference facilities for Committee meetings. Deputy Director Assmann reported on the availability of four conference facilities, two larger facilities in other parts of the building, and two rooms internally. He reported on (1) the availability of secured bicycle parking on the ground floor and negotiations in progress for expanded space and (2) discussions being held with other City agencies that are located in the building on joint synergies. Commissioner King requested additional discussion at a future meeting about Eco Center plans.

Public Comment:

Mr. David Pilpel suggested that the next meeting of the Operations Committee include an agenda item to discuss scheduling future meetings at the new office location. He suggested that the Public Utilities Commission, who has recently moved to 525 Golden Gate Avenue, be consulted about their transition into a new space. Mr. Pilpel suggested that there be a future discussion about security at the new building and ease of public access.

Mr. Andrew More O'Ferrall inquired about the size of the new Eco Center space and whether there would be potential for demonstration trainings. Deputy Director Assmann reported that the new space is approximately 1000 square feet, and that the conference room can be opened up to expand the meeting space. Commissioner Stephenson suggested contacting Life Edited, a company that specializes in reducing footprint by reducing space. Deputy Director Assmann reported that discussions are being held about the flexibility in office space should the need arise.

8. **Fiscal Year 2012-13 Budget Update.** Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that the Department's Fiscal Year 2012-13 Budget that was approved by the Commission at the January meeting was approved without any substantive changes.

9. **Department of the Environment's Website Redesign Update.** (Continued from the April 18, 2012 Meeting) Sponsor: Melanie Nutter, Director; Staff Speakers: Zoey Kroll, Internet Communications Manager and Jesse Woltjer, Internet Communications Coordinator Assistant (Informational Report and Discussion).

This agenda topic was proposed for referral to the July 24, 2012 Commission on the Environment meeting.

10. **New Business/Future Agenda Items.** (Discussion) Commissioner King reported that discussions of future agenda topics have been discussed throughout the course of the meeting. He reported on agenda planning sessions between himself and the Deputy Director that are held before each meeting.



Public Comment: Mr. David Pilpel suggested that the Department highlight the work that is being accomplished in coordination with other City departments and invite department representatives to attend meetings to discuss coordinated efforts on projects. Commissioner King suggested that a future agenda topic include structure of partnerships.

**11. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

**12. Adjournment.** The Commission Operations Committee adjourned at 6:22 p.m.

**The next Operations Committee meeting is scheduled for Wednesday, October 17, 2012 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.**

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved:



**SF Environment**

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**REGULAR MEETING APPROVED MINUTES  
WEDNESDAY, JULY 18, 2012, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

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This agenda topic was proposed for referral to the July 24, 2012 Commission on the Environment meeting.

10. **New Business/Future Agenda Items.** (Discussion) Commissioner King reported that discussions of future agenda topics have been discussed throughout the course of the meeting. He reported on agenda planning sessions between himself and the Deputy Director that are held before each meeting.



Public Comment: Mr. David Pilpel suggested that the Department highlight the work that is being accomplished in coordination with other City departments and invite department representatives to attend meetings to discuss coordinated efforts on projects. Commissioner King suggested that a future agenda topic include structure of partnerships.

**11. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

**12. Adjournment.** The Commission Operations Committee adjourned at 6:22 p.m.

**The next Operations Committee meeting is scheduled for Wednesday, October 17, 2012 at 5:00 p.m., at the Department of the Environment's Eco Center, 11 Grove Street, San Francisco, CA.**

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved: November 29, 2012

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*



**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*NOTICE OF RESCHEDULED MEETING AND AGENDA  
FROM: WEDNESDAY, NOVEMBER 7, 2012, 5:00 P.M.  
TO: THURSDAY, NOVEMBER 29, 2012, 5:00 P.M.**

**DEPARTMENT OF THE ENVIRONMENT ECO-CENTER  
11 GROVE STREET, SAN FRANCISCO, CA 94102**

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The Wednesday, November 7, 2012, 5:00 p.m. meeting of the Commission on the Environment Operations Committee scheduled to meet at 1455 Market Street, San Francisco, CA, has been **RESCHEDULED** to Thursday, November 29, 2012 at 5:00 p.m. and will be held at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.

COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 18, 2012 Operations Committee Meeting.** (Explanatory Document: July 18, 2012 Operations Committee Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Presentation on San Francisco Water, Power and Sewer's SFGreasecycle Program.** Sponsor: Commissioner Angelo King; Speaker: Karri Ving, Biofuel Coordinator, San Francisco Water, Power and Sewer. (Informational Report and Discussion)
5. **Fiscal Year 2013-14 Budget Preliminary Discussion.** Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (20 minutes) (Informational Report and Discussion)
6. **Status of the Department of the Environment's Office Move.** (Continued Discussion from the July 18, 2012 Meeting) Sponsor: Commissioner Angelo King; Staff Speaker: David Assmann, Deputy Director (15 minutes) (Informational Report and Discussion)
7. **Review and Approval of the Operations Committee Section of the Commission on the Environment's 2012 Annual Report.** (Explanatory Document: 2012 Commission Operations Committee Draft Annual Report Section) (Discussion and Action)
8. **New Business/Future Agenda Items.** (Discussion)



**9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

**10. Adjournment.**

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, February 13, 2012, 5:00 p.m., at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.

**\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes.**

**Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

**Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, Eco Center, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: November 14, 2012







**SF Environment**

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A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**RESCHEDULED MEETING DRAFT MINUTES  
THURSDAY, NOVEMBER 29, 2012, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

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**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

The Wednesday, November 7, 2012, 5:00 p.m. meeting of the Commission on the Environment Operations Committee scheduled to meet at 1455 Market Street, San Francisco, CA, was **RESCHEDULED** to Thursday, November 29, 2012 at 5:00 p.m. and was held at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.

1. **Call to Order and Roll Call.** The Commission Operations Committee meeting convened at 5:05 p.m. Present: Commissioners King (5:20), Mok, and Stephenson.
2. **Approval of Minutes of the July 18, 2012 Operations Committee Meeting.** (Explanatory Document: July 18, 2012 Operations Committee Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Stephenson, second by Commissioner Mok, the July 18, 2012 Operations Committee Draft Minutes were approved without objection (AYES: Commissioners Mok and Stephenson; Absent: Commissioner King).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.  
  
Item 5 was heard before Item 4.
4. **Presentation on San Francisco Water, Power and Sewer's SFGreasecycle Program.** Sponsor: Commissioner Angelo King; Speaker: Karri Ving, Biofuel Coordinator, San Francisco Water, Power and Sewer. (Informational Report and Discussion)



Ms. Karri Ving described her role as a team member of the San Francisco Public Utilities Commission Water, Power and Sewer department that is responsible for San Francisco's sewer system and three treatment plants. The unit is responsible for discharges into the ocean and bay, for air emissions, and for toxics that can get into storm drains and into the bay. As the Acting Manager for the Pollution Prevention program, Ms. Ving's focus is on toxics that may enter into the sewer system and cause harm to the system, wildlife, receiving waters, and public health. Biofuels is another component of her work. A study conducted in 2006 to better understand the impacts of grease in the city's sewer system found that approximately 50% of all the backups were directly caused from grease in sewers. Three and a half million dollars a year is spent on sending work crews out to dislodge sewer grease, but the problem itself was not being addressed at that time.

Mr. Ving described SFGreasecycle, a pro-business program that was formed to complement regulatory efforts, with the intent of hiring city workers to collect cooking oil from restaurants in trucks that have vacuuming capabilities. The program started in 2007 with 30 restaurants as a pilot project and now has over 1000 participating restaurants from 2600 in the city and seven permanent household grease drop-off stations. Four crews go out every day and collect approximately 1000 gallons per day from restaurants and the seven drop-off stations. One hundred percent of the cooking oil that is collected is turned into biodiesel and is used in MUNI vehicles and powers the City's truck collection fleet.

Ms. Ving reported that collection of grease not only serves as cost avoidance but also generates revenue and produces local jobs. She spoke of the success of the program and noted that there was no previous disposal option for residents. A study is in progress to determine whether grease blockages in sewers have been reduced as a result of this program and the Fats Oil and Grease Ordinance (FOG). Other opportunities are being sought to collect grease at the source through enforcing the installation of grease traps located under commercial sinks in restaurant kitchens as well as programs to reduce the price of biodiesel to be competitive with diesel.

Commissioner King suggested that any surplus revenue generated from the program could be used to fund Department initiatives such as the alternate fuel for vehicles program or similar programs. Ms. Ving reported on her work with Department staff and that she is always looking for opportunities to offer grants or in-kind material to support joint program efforts. She reported that 6.9 billion dollars is currently being allocated to sewer upgrades so it is important to look for revenue opportunities and redesigning treatment plants so as not only to treat waste but recover resources, create jobs, and tap into Department expertise whenever possible.

Commissioner Mok inquired whether the collection program is only for commercial use. Ms. Ving reported that there are seven household drop-off stations such as supermarkets that are sponsoring the program. Commissioner Mok inquired about the percentage of citizens using the program. Ms. Ving reported that there is no current tracking mechanism. The main focus is on utilizing focus groups to understand behavior in order to provide outreach and education so people know that by not pouring grease down the drain they are making a difference in the sustainability of their city.

Commissioner Stephenson inquired if there are program plans that are hoped for but not yet possible. Ms. Ving reported that she would like to be able to pay restaurants for their cooking oil as an incentive not to pour it down the drain since it is a source of valuable energy that is currently used to fuel the City's fleet, which spends \$29 million per year on fuel. Federal tax

incentives, AB32, cap and trade, and the low carbon fuel standard portfolio may make it possible to do so.

Deputy Director Assmann inquired as to the potential for what is currently uncollected and how many of the restaurants in San Francisco are participating in programs. Ms. Ving discussed the large number of restaurants that sell their grease to private grease haulers and others who work with SFGreasecycle and have their grease collected for free. She reported on restaurants having to pay \$150 per service to get their grease trap pumped and wanting to drive down the price if the grease trap waste can be turned into a commodity.

Public Comment:

Ms. Diana Zadorozhnaya inquired whether there are benefits available for residents who participate in the grease collection program. Ms. Ving reported that the incentive is that these people are ratepayers that can help avoid rate increases for upgrades by helping protect sewers to begin with.

Ms. Lurilla Harris inquired whether there is outreach to schools about the program. Ms. Ving discussed the competitiveness in reaching schools and an SFPUC grant allocated to the Department of Environment to talk about pollution prevention programs in schools. She stated that the SFPUC also partners with the San Francisco Unified School District on conservation connection.

For additional information about the SFGreasecycle program visit [www.Sfgreasecycle.org](http://www.Sfgreasecycle.org).

**5. Fiscal Year 2013-14 Budget Preliminary Discussion.** (Explanatory Document: Fiscal Year 2013-14 Preliminary Budget Document) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann presented an overview of the Department of the Environment's preliminary Fiscal Year 2013-14 budget categorized by expenses and confirmed revenue for each program area. He reported that the Impound Account is the major source of funding for the Zero Waste and Toxics Reduction program areas, with a smaller amount allocated to Green Building and Environmental Justice programs. The preliminary budget shows a balanced budget for Zero Waste, Energy Watch and Environmental Justice, major shortfalls in the Clean Transportation and Climate program areas, and minor shortfalls in Energy, Outreach, Toxics Reduction and Urban Forest. Work is to be done in the next three months before the budget is submitted to the Mayor's Office in February to either reduce expenses or find additional revenue for the Clean Transportation and Climate programs.

Commissioner Mok inquired if funding can be carried over for Transportation and Climate from the previous year. Deputy Director Assmann reported that funding is not available for carryover in these two programs. He reported that several grant proposals in these two programs are pending, and there is funding available through AB32 for local government climate projects that could be applied for next year.

Deputy Director Assmann reported that the Impound Account proposed revenue amount is dependent on a rate process starting in January and would not be confirmed until the budget is submitted to the Mayor's Office in February. Deputy Director Assmann reported on confirmed



program revenue sources from the Energy Watch agreement, incoming grants, and work-orders from other City departments. It was explained that from a Department budget of \$15 million, there is only a shortage of \$500,000, which is not unusual at this stage. A more complete budget will be presented to the Operations Committee in 2013.

Commissioner Stephenson inquired whether the budget submittal in February will take into account that funding received during the year will make up for budget shortfalls. Deputy Director Assmann reported that the budget submittal in February will only include secure sources of funding and expenses will be cut wherever necessary in order to submit a balanced budget. He reported that there are still opportunities between February and the time the budget is presented to the Board of Supervisors in May to make up any shortfalls.

Commissioner Stephenson inquired whether the budget may be reduced as a result of the rate process. Deputy Director Assmann reported that adjustments may have to be made because of the process and recommendations will be made. He explained the three stages of the rate process which includes (1) Recology submits an application; (2) Department of Public Works (DPW) and the Department of Environment evaluates the application and makes recommendations; and (3) public has input and can appeal the determination at which point it goes to the Rate Review Board who are the final arbitrators.

Commissioner King inquired about the actual projects in Climate and Clean Transportation that are in jeopardy. Deputy Director Assmann reported that there are two components to Clean Transportation, one is Transportation Demand Management which funding has been secured for through grants, and the other is for alternate clean fuel and electric vehicle programs which is where the shortfall of \$180,032 is. Programs consist of converting the City fleet of vehicles to alternate fuel and setting up an electric vehicle infrastructure. The Climate program consists of green building and renewable energy which have secured revenue sources and climate which is in jeopardy. Climate work consists of work on citywide climate action planning and an update to the 2004 Climate Action Plan.

Commissioner Stephenson inquired whether funding from other City departments could be a potential revenue source to support work on department Climate Action Plans. Deputy Director Assmann reported that funding from other departments could be reviewed as a potential revenue source.

Commissioner King suggested a review at a future Committee meeting on how climate work is funded and its benefit to the city and City departments from a financial standpoint. A request could then be made for general fund money to support the program. Deputy Director Assmann discussed the need to quantify benefits achieved and savings that have resulted for City departments from climate action planning. Commissioner King suggested quantifying the amount the City would be spending if City departments were not applying these strategies and then requesting that City departments allocate funding to support the program.

**6. Status of the Department of the Environment's Office Move.** (Continued Discussion from the July 18, 2012 Meeting) Sponsor: Commissioner Angelo King; Staff Speaker: David Assmann, Deputy Director (15 minutes) (Informational Report and Discussion)

Deputy Director Assmann reported that the Department's office move is in the construction and budget negotiation stage with a target move-in date of February 20th. The revised budget will be

decided on by Tuesday, at which time a decision will be reached on construction plans. The lease at 11 Grove and 401 Van Ness has been extended until February 28<sup>th</sup>. All existing furniture at 11 Grove will be reused with the exception of the cubicles that are not movable. Deputy Director Assmann provided information on donations received for the office interior and funding from the Real Estate Department for cubicles. Department staff member Jennifer Kass is the point person for the move with the involvement of the Green Building team.

Commissioner Stephenson inquired whether there is LEED certification for the interior office space. Deputy Director Assmann reported that there is a requirement for LEED Gold for the commercial interior, and that platinum is being targeted. Commissioner Stephenson inquired whether there will be tour information for people coming through the offices. Deputy Director Assmann reported that tour information would be included in the Eco Center display. He described the energy monitoring system that is being donated that would provide real time and historical energy use. Commissioner Stephenson inquired whether cutbacks to meet budget figures would jeopardize the LEED rating. Deputy Director Assmann reported that there would be a review to balance cost, comfort and LEED points.

Commissioner King suggested fundraising for items that may not be in the budget currently at a future date and inquired about vehicle parking. Deputy Director Assmann reported that there are five designated spots in the garage allocated to the Department, three for bicycle parking and two for electric vehicles and carpools. One space will be a shared space. He requested email updates about the move every two weeks.

**7. Review and Approval of the Operations Committee Section of the Commission on the Environment's 2012 Annual Report.** (Explanatory Document: 2012 Commission Operations Committee Draft Annual Report Section and Commission/Committee 2012 List of Accomplishments and Agenda Topics) (Discussion and Action)

Upon Motion by Commissioner Stephenson second by Commissioner Mok, the Operations Committee section and Commission section of the Commission on the Environment's Draft 2012 Annual Report was approved with amendments for recommendation to the Commission and review at the December 10, 2012 Policy Committee (AYES: Commissioners King, Mok and Stephenson). Amendments include adding language to the Operations Committee section (1) review of the Department's website and providing feedback on the effectiveness of social media and (2) recommendations for compostable bag give away; and (3) adding to the Commission section the outcome of the Resolutions supporting the leatherback turtle as the state's official reptile and support of the Clean Air Act.

**8. New Business/Future Agenda Items.** (Discussion) Commissioner King expressed his concern about the Department of Public Work's tree planting programs and required maintenance and requested information on this issue. Commission Secretary Fish reported on a presentation at the Commission's Policy Committee on this topic and would send minutes from the meeting. Commissioner Stephenson asked for a presentation on City activities related to urban agriculture. Deputy Director Assmann reported that a Department staff member working on urban forestry and urban agriculture could be invited to present on this topic. Commissioner Stephenson reported that the Operations Committee is scheduled to discuss plans for videotaping Commission meetings on SFGTV and suggested holding a discussion with Mr. Donald Oliveira on how funding could otherwise be applied for outreach. She asked for information on the number of SFGTV viewers in order to identify how many people can be reached through public



broadcasting. Commissioner Mok discussed other city agencies that currently broadcast their meeting proceedings.

9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Commission Operations Committee adjourned at 6:30 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, February 13, 2012, 5:00 p.m., at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved:



**SF Environment**

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**RESCHEDULED MEETING APPROVED MINUTES  
THURSDAY, NOVEMBER 29, 2012, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

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**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

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Commissioner King suggested that any surplus revenue generated from the program could be used to fund Department initiatives such as the alternate fuel for vehicles program or similar programs. Ms. Ving reported on her work with Department staff and that she is always looking for opportunities to offer grants or in-kind material to support joint program efforts. She reported that 6.9 billion dollars is currently being allocated to sewer upgrades so it is important to look for revenue opportunities and redesigning treatment plants so as not only to treat waste but recover resources, create jobs, and tap into Department expertise whenever possible.

Commissioner Mok inquired whether the collection program is only for commercial use. Ms. Ving reported that there are seven household drop-off stations such as supermarkets that are sponsoring the program. Commissioner Mok inquired about the percentage of citizens using the program. Ms. Ving reported that there is no current tracking mechanism. The main focus is on utilizing focus groups to understand behavior in order to provide outreach and education so people know that by not pouring grease down the drain they are making a difference in the sustainability of their city.

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incentives, AB32, cap and trade, and the low carbon fuel standard portfolio may make it possible to do so.

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**5. Fiscal Year 2013-14 Budget Preliminary Discussion.** (Explanatory Document: Fiscal Year 2013-14 Preliminary Budget Document) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann presented an overview of the Department of the Environment's preliminary Fiscal Year 2013-14 budget categorized by expenses and confirmed revenue for each program area. He reported that the Impound Account is the major source of funding for the Zero Waste and Toxics Reduction program areas, with a smaller amount allocated to Green Building and Environmental Justice programs. The preliminary budget shows a balanced budget for Zero Waste, Energy Watch and Environmental Justice, major shortfalls in the Clean Transportation and Climate program areas, and minor shortfalls in Energy, Outreach, Toxics Reduction and Urban Forest. Work is to be done in the next three months before the budget is submitted to the Mayor's Office in February to either reduce expenses or find additional revenue for the Clean Transportation and Climate programs.

Commissioner Mok if inquired if funding can be carried over for Transportation and Climate from the previous year. Deputy Director Assmann reported that funding is not available for carryover in these two programs. He reported that several grant proposals in these two programs are pending, and there is funding available through AB32 for local government climate projects that could be applied for next year.

Deputy Director Assmann reported that the Impound Account proposed revenue amount is dependent on a rate process starting in January and would not be confirmed until the budget is submitted to the Mayor's Office in February. Deputy Director Assmann reported on confirmed



program revenue sources from the Energy Watch agreement, incoming grants, and work-orders from other City departments. It was explained that from a Department budget of \$15 million, there is only a shortage of \$500,000, which is not unusual at this stage. A more complete budget will be presented to the Operations Committee in 2013.

Commissioner Stephenson inquired whether the budget submittal in February will take into account that funding received during the year will make up for budget shortfalls. Deputy Director Assmann reported that the budget submittal in February will only include secure sources of funding and expenses will be cut wherever necessary in order to submit a balanced budget. He reported that there are still opportunities between February and the time the budget is presented to the Board of Supervisors in May to make up any shortfalls.

Commissioner Stephenson inquired whether the budget may be reduced as a result of the rate process. Deputy Director Assmann reported that adjustments may have to be made because of the process and recommendations will be made. He explained the three stages of the rate process which includes (1) Recology submits an application; (2) Department of Public Works (DPW) and the Department of Environment evaluates the application and makes recommendations; and (3) public has input and can appeal the determination at which point it goes to the Rate Review Board who are the final arbitrators.

Commissioner King inquired about the actual projects in Climate and Clean Transportation that are in jeopardy. Deputy Director Assmann reported that there are two components to Clean Transportation, one is Transportation Demand Management which funding has been secured for through grants, and the other is for alternate clean fuel and electric vehicle programs which is where the shortfall of \$180,032 is. Programs consist of converting the City fleet of vehicles to alternate fuel and setting up an electric vehicle infrastructure. The Climate program consists of green building and renewable energy which have secured revenue sources and climate which is in jeopardy. Climate work consists of work on citywide climate action planning and an update to the 2004 Climate Action Plan.

Commissioner Stephenson inquired whether funding from other City departments could be a potential revenue source to support work on department Climate Action Plans. Deputy Director Assmann reported that funding from other departments could be reviewed as a potential revenue source.

Commissioner King suggested a review at a future Committee meeting on how climate work is funded and its benefit to the city and City departments from a financial standpoint. A request could then be made for general fund money to support the program. Deputy Director Assmann discussed the need to quantify benefits achieved and savings that have resulted for City departments from climate action planning. Commissioner King suggested quantifying the amount the City would be spending if City departments were not applying these strategies and then requesting that City departments allocate funding to support the program.

**6. Status of the Department of the Environment's Office Move.** (Continued Discussion from the July 18, 2012 Meeting) Sponsor: Commissioner Angelo King; Staff Speaker: David Assmann, Deputy Director (15 minutes) (Informational Report and Discussion)

Deputy Director Assmann reported that the Department's office move is in the construction and budget negotiation stage with a target move-in date of February 20th. The revised budget will be

decided on by Tuesday, at which time a decision will be reached on construction plans. The lease at 11 Grove and 401 Van Ness has been extended until February 28<sup>th</sup>. All existing furniture at 11 Grove will be reused with the exception of the cubicles that are not movable. Deputy Director Assmann provided information on donations received for the office interior and funding from the Real Estate Department for cubicles. Department staff member Jennifer Kass is the point person for the move with the involvement of the Green Building team.

Commissioner Stephenson inquired whether there is LEED certification for the interior office space. Deputy Director Assmann reported that there is a requirement for LEED Gold for the commercial interior, and that platinum is being targeted. Commissioner Stephenson inquired whether there will be tour information for people coming through the offices. Deputy Director Assmann reported that tour information would be included in the Eco Center display. He described the energy monitoring system that is being donated that would provide real time and historical energy use. Commissioner Stephenson inquired whether cutbacks to meet budget figures would jeopardize the LEED rating. Deputy Director Assmann reported that there would be a review to balance cost, comfort and LEED points.

Commissioner King suggested fundraising for items that may not be in the budget currently at a future date and inquired about vehicle parking. Deputy Director Assmann reported that there are five designated spots in the garage allocated to the Department, three for bicycle parking and two for electric vehicles and carpools. One space will be a shared space. He requested email updates about the move every two weeks.

**7. Review and Approval of the Operations Committee Section of the Commission on the Environment's 2012 Annual Report.** (Explanatory Document: 2012 Commission Operations Committee Draft Annual Report Section and Commission/Committee 2012 List of Accomplishments and Agenda Topics) (Discussion and Action)

Upon Motion by Commissioner Stephenson second by Commissioner Mok, the Operations Committee section and Commission section of the Commission on the Environment's Draft 2012 Annual Report was approved with amendments for recommendation to the Commission and review at the December 10, 2012 Policy Committee (AYES: Commissioners King, Mok and Stephenson). Amendments include adding language to the Operations Committee section (1) review of the Department's website and providing feedback on the effectiveness of social media and (2) recommendations for compostable bag give away; and (3) adding to the Commission section the outcome of the Resolutions supporting the leatherback turtle as the state's official reptile and support of the Clean Air Act.

**8. New Business/Future Agenda Items.** (Discussion) Commissioner King expressed his concern about the Department of Public Work's tree planting programs and required maintenance and requested information on this issue. Commission Secretary Fish reported on a presentation at the Commission's Policy Committee on this topic and would send minutes from the meeting. Commissioner Stephenson asked for a presentation on City activities related to urban agriculture. Deputy Director Assmann reported that a Department staff member working on urban forestry and urban agriculture could be invited to present on this topic. Commissioner Stephenson reported that the Operations Committee is scheduled to discuss plans for videotaping Commission meetings on SFGTV and suggested holding a discussion with Mr. Donald Oliveira on how funding could otherwise be applied for outreach. She asked for information on the number of SFGTV viewers in order to identify how many people can be reached through public



broadcasting. Commissioner Mok discussed other city agencies that currently broadcast their meeting proceedings.

9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Commission Operations Committee adjourned at 6:30 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, February 13, 2013, 5:00 p.m., at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <http://www.sfenvironment.org/commission/agendas> with each set of minutes, or (3) upon request to the Commission Secretary at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org). The meeting audio can be reviewed at this website link by meeting date <https://sites.google.com/a/sfenvironment.org/commission/environment-commission/audio-archives>.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved: February 13, 2013



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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

3.6  
1/13/13  
notice...  
**NOTICE OF RESCHEDULED MEETING LOCATION  
WEDNESDAY, FEBRUARY 13, 2013, 5:00 P.M.  
NEW LOCATION: DEPARTMENT OF THE ENVIRONMENT ECO CENTER  
11 GROVE STREET, SAN FRANCISCO, CA 94102**

**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair); Alan Mok and Heather Stephenson

The Wednesday, February 13, 2013, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment Operations Committee that was to be held at 1455 Market Street has been **RESCHEDULED** to meet at the **Department of the Environment Eco Center located at 11 Grove Street, San Francisco, CA 94102.**

For additional information or to be placed on the agenda mailing list, contact Monica Fish, Commission Secretary at (415) 355-3709 or by email at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Posted: January 23, 2013

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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*NOTICE OF MEETING AND AGENDA  
WEDNESDAY, FEBRUARY 13, 2013, 5:00 P.M.**

**DEPARTMENT OF THE ENVIRONMENT ECO-CENTER  
11 GROVE STREET, SAN FRANCISCO, CA 94102**

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The Wednesday, February 13, 2013, 5:00 p.m. meeting of the Commission on the Environment Operations Committee regularly scheduled to meet at 1455 Market Street, San Francisco, CA, has been changed to meet at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.

COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the November 29, 2012 Operations Committee Rescheduled Meeting.** (Explanatory Document: November 29, 2012 Operations Committee Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Approval of the Department of the Environment's Fiscal Year 2013-14 Budget.** (Explanatory Document: Fiscal Year 2013-14 Budget) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (20 minutes) (Discussion and Action)
- 5. Status of the Department of the Environment's Office Move.** (Continued Discussion from the November 29, 2012 Meeting) Sponsor: Commissioner Angelo King; Staff Speaker: David Assmann, Deputy Director (5 minutes) (Informational Report and Discussion)
- 6. Process for Commission on the Environment's Community Meetings and Outreach Component.** Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Angelo King and Donald Oliveira, Public Outreach Program Manager (Discussion and Possible Action)



7. **Process for Videotaping and Publicizing Commission on the Environment Meetings on San Francisco Government Public Television Station.** (Explanatory Document: SFGOVTV Budgetary Projections for Videotaping Commission Meetings for 2012-13 at City Hall and Offsite and Responses to Commissioner Inquiries) Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Angelo King and Donald Oliveira, Public Outreach Program Manager (Discussion and Possible Action)
8. **New Business/Future Agenda Items.** (Discussion)
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, May 1, 2013, 5:00 p.m., at 1455 Market Street, San Francisco, CA 94102.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes.

#### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

#### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, Eco Center, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: February 5, 2013







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A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**\*MEETING APPROVED MINUTES  
WEDNESDAY, FEBRUARY 13, 2013, 5:00 P.M.**

**Department of the Environment Eco Center  
11 Grove Street, San Francisco, CA 94102**

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**\*The Wednesday, February 13, 2013, 5:00 p.m. meeting of the Commission on the Environment Operations Committee regularly scheduled to meet at 1455 Market Street, San Francisco, CA, was changed to meet at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.**

**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Commission on the Environment Operations Committee meeting convened at 5:05 p.m. Present: Commissioners King, Mok and Stephenson.
- 2. Approval of Minutes of the November 29, 2012 Operations Committee Rescheduled Meeting.** (Explanatory Document: November 29, 2012 Operations Committee Meeting Approved Minutes) (Discussion and Action) Upon Motion by Commissioner Mok, second by Commissioner Stephenson, the November 29, 2012 Meeting Minutes were approved without objection (AYES: Commissioners King, Mok and Stephenson).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.  
  
Item 7 was heard before Items 4 - 6.
- 4. Approval of the Department of the Environment's Fiscal Year 2013-14 Budget.** (Explanatory Document: Fiscal Year 2013-14 Budget) Sponsor: Commissioner Angelo King; Speaker: David Assmann, Deputy Director (Discussion and Action)



Deputy Director Assmann presented on the Department of the Environment's Fiscal Year 2013-14 budget discussing total expenses, revenues, and variances for all program areas from fiscal year 2012-13 to 2013-14. He reported on the increase in salary expenses for the fiscal year due to the requirement that every City department pay for health care retiree costs and increases to costs for benefits and salaries. Mr. Assmann discussed major shortages in Climate and Clean Air/Transportation program areas due to grant funding that has ended, but indicated that there is a potential that future grants may help close the gap. (Reference Explanatory Budget Document.) Commissioner King requested that the Committee schedule a future discussion on projects that have major gaps in funding. He suggested that the Commission support the Department Director in advocating for funding for unfunded mandates that have been created to meet the City's overall goals.

Mr. Assmann reported on his attendance at the Urban Forestry Council Planning and Funding Committee meeting on February 12, 2013 to discuss allocation and potential increased funding and staffing for the Urban Forestry Council. He discussed prior City department commitments to funding and subsequent reductions that led to reduced funding and staffing for the Urban Forestry Council. Efforts are being made to work with Departments to increase their commitment to funding that would benefit the Council in the future. A meeting is scheduled to discuss staffing and work priorities.

Public Comment:

Ms. Rose Hillson, Urban Forestry Council Member, thanked Mr. Assmann for attending the Planning and Funding Committee to explain budgetary issues. She reported on her perception of what happened when Council staffing was reduced and work was allocated to volunteer Council members. She presented explanatory documents that show a funding allocation of \$51,000 for Council staffing that remained the same the next fiscal year when staffing reductions occurred. Ms. Hillson discussed the need for better communication with members before abruptly making decisions. She stated that Mr. Assmann had assured the Committee that additional funding would be sought and all allocations by departments would be directed to the Council. She discussed the amount of time the Council spent on the budget issue instead of working on urban forestry. (Reference explanatory Public Comment document.)

Ms. Nancy Wuerfel thanked Ms. Hillson for her comments and spoke in support of a future resolution for adequate funding and support for the Council. She pointed out that the Mayor's Office budget book does not show the Urban Forestry Council in its organizational chart and asked that it be included in the future. Ms. Wuerfel also asked that Mr. Assmann provide total budget figures so that Commissioners are better able to review the budget.

Mr. Eric Brooks suggested that the unfunded mandates conversation be a topic of a televised Commission meeting so the public is made aware. He stated that he would like to reiterate Ms. Hillson's comments about the inadequate amount of funding for the Council and the need for additional staffing and identifying increased funding. Mr. Brooks discussed his role as a lead organizer for CleanPowerSF and discussed the work that Local Power is doing to plan a local build-out that will create approximately 300,000 jobs a year. He stated that many of these jobs are directly related to local installation of renewables and efficiency mechanisms at approximately the same cost to customers as PG&E. Mr. Brooks discussed Local Power's plan to involve the Department of the Environment in implementing energy efficiency and other

installations as a funded mandate and asked for a presentation by Local Power before the Commission.

Commissioner King asked that a separate cover sheet with budget totals should be provided in the future. Commissioner Stephenson asked that variance columns appear consistent throughout the program area budgets. A future discussion would be scheduled to follow up on programs that have budget shortfalls. Upon Motion by Commissioner Mok, second by Commissioner Stephenson the Fiscal Year 2013-14 Department of the Environment budget was approved (AYES: Commissioners King, Mok and Stephenson).

**5. Status of the Department of the Environment's Office Move.** (Continued Discussion from the November 29, 2012 Meeting) Sponsor: Commissioner Angelo King; Staff Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported that the Department is scheduled to move to 1455 Market Street on Friday, March 1. He discussed the amount of work toward the move process, donations received for the space, new phone system, and conference room availability for meetings on the 12<sup>th</sup> floor and Ground Floor that is outside of security. Commissioner King inquired about the Eco Center. Deputy Director Assmann reported that there is an option for Eco Center space that is being considered that may become available next August.

**6. Process for Commission on the Environment's Community Meetings and Outreach Component.** Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Angelo King and Donald Oliveira, Public Outreach Program Manager (Discussion and Possible Action)

Commissioner King discussed the importance of identifying content and outreach for attendance at community meetings before identifying logistics. He suggested going out to neighborhoods with grants, jobs, and contracting opportunities, working with Community Based Organizations (CBO's) funded by the Department, homeowners, and homeowner associations to promote residential programs. He suggested that the Outreach team identify the logistics for meetings. Deputy Director Assmann reported that he would consult with program managers on grants, contracts, services, and other neighborhood plans they have in the next twelve months.

Commissioner Stephenson suggested going out to neighborhoods and asking constituents what they want to talk about. Commissioner Mok suggested holding a community meeting at least once a year on different subjects and considering requests from the community. Commissioner King stated that he is not ready to select a date for a meeting until a subject and agenda has been selected. He discussed the importance of correlating the topic of discussion with the Department's work. The Committee discussed the importance of developing the content that correlates to the Department's work that constituents care about and then identifying the neighborhood. Mr. King would consult with Mr. Oliveira on next steps. This agenda item was referred back to Commission President Arce for further consideration and discussion at a future Commission meeting.

Public Comment: Mr. Eric Brooks stated that he would like to reiterate what Ms. Jackson stated that the Bayview Hunters Point neighborhood and Treasure Island have extreme problems with asbestos and various exposures because of the Naval Station at both of those locations. He stated that he realizes that the Department is not allowed by Charter to weigh in on land use issues. He suggested that there be community meetings held in the southeast sector to discuss



the naval site and impacts to public health because of asbestos implications. Mr. Brooks stated that the Department should not be shut out of land use and toxic waste cleanup issues and urged the Department to be aggressive, proactive and radical in order to challenge these boundaries when neighborhood meetings are held to discuss these topics. Mr. Brooks also discussed his involvement in ensuring that the California Environmental Quality Act (CEQA) process is not weakened.

- 7. Process for Videotaping and Publicizing Commission on the Environment Meetings on San Francisco Government Public Television Station.** (Explanatory Document: SFGOVTV Budgetary Projections for Videotaping Commission Meetings for 2012-13 at City Hall Offsite, Responses to Commissioner Inquiries, and SFGOVTV Viewership Data) Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Angelo King and Donald Oliveira, Public Outreach Program Manager (Discussion and Possible Action)

Commissioner King reported that Commissioners are deliberating on making a value judgment as to the usage of Department funds for televising Commission meetings based on the benefits it may provide. He asked Mr. Jack Chin, General Manager of SFGTV, Department of Technology, to report on viewership the Commission may expect.

Mr. Jack Chin reported that SFGTV is available on three cable systems in San Francisco (1) Comcast; (2) Astound and (3) AT&T. The AT&T U-verse system reaches beyond San Francisco to San Mateo County to Pleasanton and Alameda County. SFGTV is not part of the Nielsen rating system so viewership data is not provided. The information that viewership data is based on is the number of Comcast cable subscribers. Comcast's subscribers are approximately 189,000 which translate to three households per subscriber on average and about 570,000 viewers. The video would be available through SFGTV on the internet and could be linked back to the Commission website. Once the meetings are complete, videos are available on archive that people can access. It would include RSS feeds, so if a member of the public is interested in a particular item of the Commission and subscribes to that item, they would be able to receive an automatic download of that item whenever it is discussed at a meeting. The Commission can create topics on their site and members of the public when accessing the Commission page are able to subscribe to the whole meeting or a particular item on the agenda that links back to that feed. SFGTV in the fourth quarter will be introducing mobile streaming on smart phones and tablets.

Mr. Chin reported that the data figures provided are samples of viewership data for a few Commissions based on different range of interest for topics discussed. An annual report of viewership for all Commission meetings is included. The figure does not include live streams since accurate data is not available. All archives are available for download by way of audio and video. Agendas and minutes can be integrated into the video system so once you have a meeting it will generate an agenda and template for minutes so the viewer can see everything in one place. The site is hosted on the Granicus vendor site and can be linked into the Commission's website. The Commission currently has audio on the site.

Commissioner King inquired with Mr. Donald Oliveira, Public Outreach Program Manager, as to how videotaping Commission meetings can be integrated into the Department's overall outreach strategy. Mr. Donald Oliveira stated that televising meetings would be a good outreach tool if the intent is to promote Commission activities. Commissioner Stephenson stated that the goal is to increase access and participation in meetings. She asked Mr. Oliveira what the Outreach Team could otherwise do with the \$8000 that it would cost to televise meetings to

further those two goals. Mr. Oliveira reported that there are current outreach activities that could include Commission outreach and that meetings could be made more interactive through social media. He did state that this type of activity can also produce unwanted input.

Commissioner King discussed his concern that the Commission is currently making decisions that may affect the public and is not getting the best benefit of public input at this time. He spoke in support of the archival function and the ability to broadcast meetings on television to promote Department programs in order to educate the public on Department programs, for example, composting. Mr. Chin reported that public service announcements throughout the day at targeted times can also be provided to help with outreach efforts.

Commissioner Mok inquired about the turnover time for downloading and watching a program once the meeting is complete. Mr. Chin reported that in accordance with the Sunshine Ordinance, the turnover time for public viewership is 72 hours; however, realistically the turnover is within less than or ten hours after a meeting is complete.

Deputy Director Assmann reported that the Commission had considered televising its meetings in the past but it was not affordable at that time. Funding is now available since the cost is more affordable and is a low-cost way to reach out to a larger audience on Commission and Department issues. Results can be revisited at a later time.

#### Public Comment:

Mr. David Pilpel stated that televising routine Commission meetings may not be exclusively the best way to promote outreach because the regular meetings may be relatively boring. He stated that discussions at Committees and outreach campaigns may be better ways to engage the public. Mr. Pilpel suggested reviewing the best ways to use the money and encouraged a longer form video such as Environment in Focus where you could take a topic and focus on it, provide community education, and advertise Commission and Committee meeting participation at the same time. He spoke in support of holding neighborhood meetings that he feels should be a major focus for the Commission.

Ms. Espanola Jackson spoke in support of televising Commission meetings. She stated that the Commission was established initially because of toxicity issues in the southeast community. She stated that most residents in the southeast community are unable to travel downtown, do not have computers, but do listen to the radio and television channels 26 and 78. Ms. Jackson reported that the Commission was required initially to hold community meetings. She suggested that the Commission meet at the Southeast Community College location on topics of importance to the community and discussed health concerns of residents. Ms. Jackson spoke of meetings of another Commission that concerned the southeast community that no one was aware of because no hearing was held in the community.

Ms. Nancy Wuerfel spoke in support of the Commission televising all of its meetings and holding an additional meeting in the community. She discussed the importance of having regularly scheduled meetings so people know when meetings will be held. Ms. Wuerfel discussed her interest in watching Commission business on SFGTV and the awareness and value it brings to the community. She discussed the importance of closed captioning. Mr. Chin reported that closed captioning is a separate contract service through a City vendor that is billed hourly and is part of the proposal. Closed caption data becomes metadata for archives so when someone goes



onto the website and searches for a topic of interest such as recycling, it will access all the videos for wherever recycling is on the agenda or discussions. Ms. Wuerfel stated that televising meetings puts the Commission on the map and strengthens its importance in comparison to other Commissions who televise meetings. She welcomes a meeting in the community and suggested targeting a topic that would address community concerns.

Mr. Eric Brooks, representing San Francisco Green Party and Our City, stated that he is an environmental justice and consumer advocate whose main topic of interest is to follow global warming issues. He stated that because of the climate and overall environmental crisis on this planet, all of the nation's Departments of the Environment and Commissions are the most important commissions. He stated that the purpose of televising regular meetings is more about increasing the importance of the Commission. He urged the Committee to approve the proposal and televise all meetings of the Commission and outwardly emphasize the importance of the Commission to the community.

Mr. Chin reported that televising Commission meetings would only be possible starting in the new fiscal year in July in order to build SFGTV's capacity and include in its budget. Commissioner King confirmed with Mr. Oliveira that standards and goals for broadcasts would be worked out with the Outreach team. Upon Motion by Commissioner Mok, second by Commissioner Stephenson, televising Commission meetings was approved and would be added to the Department's budget for FY 13-14. The Commission would be provided with a report on the Committee's recommendations. Deputy Director Assmann reported that a Work Order would be issued for televising meetings starting July 1.

#### **8. New Business/Future Agenda Items. (Discussion)**

Commissioner Stephenson requested a presentation on Urban Agriculture and a discussion on improving City green purchasing mechanisms from an operational perspective. Commissioner King stated that he would consider whether green purchasing should be heard by the Policy or Operations Committee. A discussion on the Department's budget as it relates to program shortages would be scheduled for the May meeting in addition to a continued discussion on standards and approving metrics to analyze the success of televising Commission meetings.

Public Comment:

Mr. Eric Brooks spoke in support of the Committee holding an urban agriculture discussion and including permaculture and multi-tiered tree gardens. He stated that when urban agriculture was before the Board of Supervisors last year, he could not influence advocates to support soil testing. He urged the Committee to consider identifying a source of funds for this effort in order to provide better opportunities for agriculture.

- 9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

- 10. Adjournment.** The Operations Committee meeting adjourned at 6:50 p.m.

Commission on the Environment Operations Committee Meeting  
February 13, 2013 Approved Minutes  
Page 7

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, May 1, 2013, 5:00 p.m., at 1455 Market Street, San Francisco, CA 94102.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) may be available on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes , (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org). The meeting audio can be reviewed at this website link by meeting date <http://www.sfenvironment.org/commission/audio>.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved: May 1, 2013







**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

4/10/13  
3:32pm

**NOTICE OF CHANGE IN MEETING LOCATION  
WEDNESDAY, MAY 1, 2013, 5:00 P.M.  
NEW LOCATION: CITY HALL, ROOM 416  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

SF  
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#1  
5/1/13  
notice...

COMMITTEE MEMBERS: Commissioners Angelo King (Chair); Alan Mok and Heather Stephenson

The Wednesday, May 1, 2013, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment Operations Committee that was to be held at 1455 Market Street has been **CHANGED** to meet at City Hall, Room 416, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be posted at least 72 hours before the meeting and can be found at the Commission on the Environment's agenda meeting website <http://www.sfenvironment.org/commission/agendas>. For additional information or to be placed on the agenda mailing list, contact Monica Fish, Commission Secretary at (415) 355-3709 or by email at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Posted: April 10, 2013

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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**NOTICE OF MEETING AND AGENDA  
WEDNESDAY, MAY 1, 2013, 5:00 P.M.**

**\*RESCHEDULED LOCATION TO CITY HALL, ROOM 416  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

04-22-13P03:15 RCVD

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APR 22 2013

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**\*The Wednesday, May 1, 2013, 5:00 p.m. meeting of the Commission on the Environment Operations Committee regularly scheduled to meet at 1455 Market Street, San Francisco, CA, has been changed to meet at City Hall, Room 416, San Francisco, CA 94102.**

COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the February 13, 2013 Operations Committee Meeting.** (Explanatory Document: February 13, 2013 Operations Committee Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Review and Approval of Department of the Environment Grant for Brownfields Outreach Services for recommendation to the Commission on the Environment.** (Explanatory Documents: Draft Resolution File 2013-05-COE) Sponsor: Commissioner Angelo King, Speakers: Anne Eng, Environmental Justice Program Manager (10 minutes) and Meredith Thomas, San Francisco Parks Alliance (10 minutes) (Discussion and Action)
- 5. Process for Commission on the Environment's Community Meetings and Outreach Component.** (Continued from the February 13, 2013 Meeting) Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Angelo King and Donald Oliveira, Public Outreach Program Manager (Discussion and Possible Action)



6. **Review of City and County of San Francisco Purchasing Software to Help the City Buy Green.**  
Sponsor: Commissioner Stephenson; Speakers: Chris Geiger, Ph.D., Integrated Pest Management Program Manager and Jessian Choy, City Toxics Reduction Specialist (20 minutes) (Informational Report and Discussion)
7. **Update on Department of the Environment Budget for Fiscal Year 2013-14 and Potential Shortfalls.**  
Sponsor: Commissioner King; Speaker: David Assmann, Deputy Director (25 minutes) (Discussion)
8. **New Business/Future Agenda Items.** (Discussion)
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, August 7, 2013, 5:00 p.m., at City Hall, Room 416, San Francisco, CA 94102.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or may be available at the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes.

#### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

#### **Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at City Hall, Room 416, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: April 22, 2013







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A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**MEETING DRAFT MINUTES  
WEDNESDAY, MAY 1, 2013, 5:00 P.M.**

**\*CITY HALL, ROOM 416 (RESCHEDULED LOCATION)  
SAN FRANCISCO, CA 94102**

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**\*The Wednesday, May 1, 2013, 5:00 p.m. meeting of the Commission on the Environment Operations Committee regularly scheduled to meet at 1455 Market Street, San Francisco, CA, had been changed to meet at City Hall, Room 416, San Francisco, CA 94102.**

**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:03 p.m. Present: Commissioners King, Mok and Stephenson.
- 2. Approval of Minutes of the February 13, 2013 Operations Committee Meeting.** (Explanatory Document: February 13, 2013 Operations Committee Meeting Draft Minutes) (Discussion and Action)  
  
Upon Motion by Commissioner Stephenson, second by Commissioner Mok, the February 13, 2013 Meeting Minutes were approved (AYES: Commissioners King, Mok and Stephenson).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Review and Approval of Department of the Environment Grant for Brownfields Outreach Services for recommendation to the Commission on the Environment.** (Explanatory Documents: Draft Resolution File 2013-05-COE) Sponsor: Commissioner Angelo King, Speakers: Anne Eng, Environmental Justice Program Manager and Meredith Thomas, San Francisco Parks Alliance (Discussion and Action)



Commissioner King reported on his participation on the Committee to review the finalists for the Brownfields outreach services grant award and as chair of the Project Area Committee, an advisory committee on the redevelopment process for the Bayview neighborhood. He reported on the selection of San Francisco Parks Alliance, an authority on the Blue Greenway, as the grant recipient. Commissioner King suggested that San Francisco Parks Alliance reach out or sub contract with organizations with different networks to provide an additional outreach and education component to the project.

Ms. Anne Eng reported on her commitment to the Commission and the Bayview community to be inclusive in the project and build green connections to make sure local residents have access to the shoreline and to develop support for the Blue Greenway and the work that will be accomplished through the Brownfields grant.

Ms. Meredith Thomas, Policy and Stewardship Director for San Francisco Parks Alliance, reported that San Francisco Parks Alliance is a non-profit that seeks to meet the needs of parks and park users, not only the parks that exist today, but those of the future. She reported on work to be accomplished on the Blue Greenway project to acquire new land and transform brownfields sites into world class waterfront parks and a connected network of trails. Ms. Thomas stated that San Francisco Parks Alliance has the capacity to work across agency restrictions and will work with San Francisco communities and neighborhood leaders to build trusting lasting relationships that are grounded in real projects and outcomes. She spoke of the opportunity through the work of this grant to include leaders of the Bayview to participate in the Blue Greenway Steering Committee and asked Commissioners for their input on connections to make in order to grow deeper networks. Ms. Thomas stated that additional efforts will be made to establish a committee to work on supplemental fundraising to expand this project.

Upon Motion by Commissioner Stephenson, second by Commissioner Mok, Resolution File 2013-05-COE was approved for recommendation to the Commission on the Environment for consideration at its May 28, 2013 meeting. (AYES: Commissioners King, Mok and Stephenson)

**5. Process for Commission on the Environment's Community Meetings and Outreach Component.**  
(Continued from the February 13, 2013 Meeting) Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Angelo King and Donald Oliveira, Public Outreach Program Manager (Discussion and Possible Action)

Commissioner King proposed that Department Outreach staff first identify and connect with a group to host a special Commission or Committee meeting (e.g., Merchants, Homeowners, Neighborhood Associations) in an identified neighborhood (e.g., Visitacion Valley Asian American and immigrant population) and find out what topic they may be interested in being educated on. He suggested that the group be asked to bring in interested parties and interpreters to the meeting. Next steps would be to select a meeting time (potentially by the end of June) and ADA-compliant location for the meeting. Commissioner King suggested that the Commission vote on whether to host a Commission or Committee special meeting.

Mr. Donald Oliveira reported that the Outreach team has identified over 144 neighborhood associations and community groups to direct outreach to in the summer of 2013. As part of that effort, a request will be made that one of the associations host a Commission/Committee

meeting to discuss a topic of interest. Commissioner King suggested that the group be selected based on its engagement with the Department and willingness to do outreach.

Commissioner Stephenson stated that her understanding that the reason for holding a community meeting was to help in reaching out to different constituencies on Department and Commission's messaging. She asked that the Commission be provided with input as to what neighborhoods care about.

Mr. Oliveira reported that he would start with outreach to Visitacion Valley groups to find an ideal organization. He suggested meeting topics such as the Healthy-Homes initiative and best practices for the household composting program. Ms. Fish reported that a special Committee or Commission off-site meeting would require a 15-day noticing requirement. Mr. Oliveira reported that he would provide additional information on the project timeline directly to Commissioner King.

**6. Review of City and County of San Francisco Purchasing Software to Help the City Buy Green.**

Sponsor: Commissioner Stephenson; Speakers: Chris Geiger, Ph.D., Integrated Pest Management Program Manager and Jessian Choy, City Toxics Reduction Specialist (Informational Report and Discussion)

Commissioner Stephenson requested further discussion on ways to further the mandate to make sure that City departments are purchasing green products through an upgrade of the City's purchasing systems. Ms. Jessian Choy reported on past and current efforts by her and Dr. Geiger to increase green purchasing by City departments. She discussed the difficulty that City staff have in complying with the Buy Green Ordinance because of the difficulty in locating green products and purchasing through the outdated City's ADPICS/FAMIS purchasing and finance system. City staff are able to access the [www.SFApproved.org](http://www.SFApproved.org) website to find a City-approved vendor or a green product, but there is no direct interface with the City's ADPICS/FAMIS purchasing system. The Office of Contract Administration and Controller's Office have discussed upgrading the City's purchasing system, which could help steer people to buy green; however, it does not appear to be within the City's priorities and budget at this time.

Dr. Geiger reported on discussions held with the Office of Contract Administration manager about their desire to upgrade the City system who indicated that there are no current plans in the near future because of the multi-million dollar expense involved. He explained that the problem with the current system is that it keeps track of encumbrances, but not of the actual product being purchased. Some departments do have internal inventory management systems, but the central system does not. A web interface is being worked on, but it won't include the ability to track what is being purchased. Dr. Geiger discussed efforts to incorporate a commodity-code system to categorize green products within ADPICS and FAMIS, but explained that the commodity codes are widely misused or not used at all. At this time, vendors are being relied on to keep track of purchases and provide data on products purchased. Commissioner Mok suggested that the City investigate a new software product and bar codes system that contains all product information and is currently on the market.

Commissioner Stephenson discussed the enormous responsibility from an outreach perspective to educate everybody to make sure they are all going to the website, which is a separate system from where they are purchasing the product. She asked if there is a budget to encourage more vendors to provide green purchasing interfaces to make ordering simpler and result in more



green products purchased. Ms. Choy reported that Staples has a dedicated website for City staff that does not contain prohibited products, but that not all products listed are green. It has been proposed that the Office of Contract Administration give preference to bidders or vendors that can offer an online City-dedicated ordering system. Dr. Geiger reported that there may be issues of fairness for small local businesses that are not set up for this type of service. He stated that there are interim approaches such as sending forth messages that web interfaces will be encouraged in the future. Commissioner Stephenson discussed her conversations with business community members that have inventory issues that are transitioning to a digital environment in the next two to five years. She suggested that vendors be made aware that is what is being sought in the future.

Ms. Choy suggested that Commissioners reach out to the Office of Contract Administration so that new voices are heard on the topic. She reported that in 2010, \$500,000 products purchased were not green and discussed the potential for savings. Dr. Geiger discussed the behavioral change required. He reported on current vendor outreach and training efforts in progress on the new lighting and lamps contract. Commissioner Stephenson stated that vendors should be held accountable to make sure that the right products are being purchased. She asked if outreach material is targeted to the specific product the vendor is supplying. Ms. Choy discussed outreach material that is available that is sent to vendors and City staff responsible for purchasing those products. Initial trainings with new vendors and their staff are planned.

Ms. Choy discussed the feasibility of providing extra points or bonuses to vendors for selling the right products and performance recognition for meeting green goals. Commissioner Stephenson and Ms. Choy discussed the Green and Blue Business Awards recognition for green purchasing and potential to issue awards to City departments. Commissioner King suggested that recognition be given to City staff that meet green goals by the Mayor and Department of the Environment Director during Earth Day. Dr. Geiger suggested that the Office of Contract Administration also be acknowledged for their efforts in including environmental criteria in their purchasing contracts.

**7. Update on Department of the Environment Budget for Fiscal Year 2013-14 and Potential Shortfalls.**

Sponsor: Commissioner King; Speaker: David Assmann, Deputy Director (Discussion)

Commissioner King reported that there are Department areas that were not fully funded for the fiscal year and asked Deputy Director Assmann to inform the Committee of the status of those programs. Deputy Director Assmann reported that grant funding has been identified for two of the three program areas that were short of funding for Clean Transportation/Clean Air and Renewables. The remaining shortfall is in Climate and work is in progress to eliminate the gap. An additional area that funding is being sought for is the Biodiversity program.

**8. New Business/Future Agenda Items.** (Discussion) Commissioner King asked for a discussion and a list of services that the Department is mandated to do, but is not provided funding for.

Commissioner Stephenson requested a presentation on the Urban Agriculture Plan. Ms. Fish confirmed with Commissioners and Deputy Director Assmann that a revision to the Committee schedule to change the Committee May, August and November meetings to the second Wednesday due to meeting room availability at City Hall, Room 421 would be acceptable. A Notice of Proposed Bylaws Amendment will be issued. Deputy Director Assmann reported on public accessibility issues for the meeting space at 1455 Market Street, 12<sup>th</sup> Floor, and the fee involved with the meeting space on the ground floor.

- 9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Anastasia Glikshtern discussed her opposition to the use of pesticides and herbicides in the City's Natural Areas program that is detrimental and toxic to the environment and asked that the Department of the Environment become involved. She reported on the banning of Milestone herbicide in New York and fines issued in France to Monsanto Corp., manufacturers of Roundup, for false advertising. Ms. Glikshtern reported that the Environmental Impact Report has cost the City more than a million dollars. She discussed the plan to cut down 3,500 trees in San Francisco and another 15,000 in Sharp Park.

- 10. Adjournment.** The Commission on the Environment Operations Committee meeting adjourned at 6:00 p.m.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) may be available on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org). The meeting audio can be reviewed at this website link by meeting date <http://www.sfenvironment.org/commission/audio>.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved:







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A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**MEETING APPROVED MINUTES  
WEDNESDAY, MAY 1, 2013, 5:00 P.M.**

**\*CITY HALL, ROOM 416 (RESCHEDULED LOCATION)  
SAN FRANCISCO, CA 94102**

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approved

**\*The Wednesday, May 1, 2013, 5:00 p.m. meeting of the Commission on the Environment Operations Committee regularly scheduled to meet at 1455 Market Street, San Francisco, CA, had been changed to meet at City Hall, Room 416, San Francisco, CA 94102.**

**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair), Alan Mok, Heather Stephenson

**ORDER OF BUSINESS**

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:03 p.m. Present: Commissioners King, Mok and Stephenson.
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Mr. Oliveira reported that he would start with outreach to Visitacion Valley groups to find an ideal organization. He suggested meeting topics such as the Healthy-Homes initiative and best practices for the household composting program. Ms. Fish reported that a special Committee or Commission off-site meeting would require a 15-day noticing requirement. Mr. Oliveira reported that he would provide additional information on the project timeline directly to Commissioner King.

**6. Review of City and County of San Francisco Purchasing Software to Help the City Buy Green.**

Sponsor: Commissioner Stephenson; Speakers: Chris Geiger, Ph.D., Integrated Pest Management Program Manager and Jessian Choy, City Toxics Reduction Specialist (Informational Report and Discussion)

Commissioner Stephenson requested further discussion on ways to further the mandate to make sure that City departments are purchasing green products through an upgrade of the City's purchasing systems. Ms. Jessian Choy reported on past and current efforts by her and Dr. Geiger to increase green purchasing by City departments. She discussed the difficulty that City staff has in complying with the Buy Green Ordinance because of the difficulty in locating green products and purchasing through the outdated City's ADPICS/FAMIS purchasing and finance system. City staff are able to access the [www.SFApproved.org](http://www.SFApproved.org) website to find a City-approved vendor or a green product, but there is no direct interface with the City's ADPICS/FAMIS purchasing system. The Office of Contract Administration and Controller's Office have discussed upgrading the City's purchasing system, which could helpsteer people to buy green; however, it does not appear to be within the City's priorities and budget at this time.

Dr. Geiger reported on discussions held with the Office of Contract Administration manager about their desire to upgrade the City system who indicated that there are no current plans in the near future because of the multi-million dollar expense involved. He explained that the problem with the current system is that it keeps track of encumbrances, but not of the actual product being purchased. Some departments do have internal inventory management systems, but the central system does not. A web interface is being worked on, but it won't include the ability to track what is being purchased. Dr. Geiger discussed efforts to incorporate a commodity-code system to categorize green products within ADPICS and FAMIS, but explained that the commodity codes are widely misused or not used at all. At this time, vendors are being relied on to keep track of purchases and provide data on products purchased. Commissioner Mok suggested that the City investigate a new software product and bar codes system that contains all product information and is currently on the market.

Commissioner Stephenson discussed the enormous responsibility from an outreach perspective to educate everybody to make sure they are all going to the website, which is a separate system from where they are purchasing the product. She asked if there is a budget to encourage more vendors to provide green purchasing interfaces to make ordering simpler and result in more



green products purchased. Ms. Choy reported that Staples has a dedicated website for City staff that does not contain prohibited products, but that not all products listed are green. It has been proposed that the Office of Contract Administration give preference to bidders or vendors that can offer an online City-dedicated ordering system. Dr. Geiger reported that there may be issues of fairness for small local businesses that are not set up for this type of service. He stated that there are interim approaches such as sending forth messages that web interfaces will be encouraged in the future. Commissioner Stephenson discussed her conversations with business community members that have inventory issues that are transitioning to a digital environment in the next two to five years. She suggested that vendors be made aware that is what is being sought in the future.

Ms. Choy suggested that Commissioners reach out to the Office of Contract Administration so that new voices are heard on the topic. She reported that in 2010, \$500,000 products purchased were not green and discussed the potential for savings. Dr. Geiger discussed the behavioral change required. He reported on current vendor outreach and training efforts in progress on the new lighting and lamps contract. Commissioner Stephenson stated that vendors should be held accountable to make sure that the right products are being purchased. She asked if outreach material is targeted to the specific product the vendor is supplying. Ms. Choy discussed outreach material that is available that is sent to vendors and City staff responsible for purchasing those products. Initial trainings with new vendors and their staff are planned.

Ms. Choy discussed the feasibility of providing extra points or bonuses to vendors for selling the right products and performance recognition for meeting green goals. Commissioner Stephenson and Ms. Choy discussed the Green and Blue Business Awards recognition for green purchasing and potential to issue awards to City departments. Commissioner King suggested that recognition be given to City staff that meet green goals by the Mayor and Department of the Environment Director during Earth Day. Dr. Geiger suggested that the Office of Contract Administration also be acknowledged for their efforts in including environmental criteria in their purchasing contracts.

**7. Update on Department of the Environment Budget for Fiscal Year 2013-14 and Potential Shortfalls.**  
Sponsor: Commissioner King; Speaker: David Assmann, Deputy Director (Discussion)

Commissioner King reported that there are Department areas that were not fully funded for the fiscal year and asked Deputy Director Assmann to inform the Committee of the status of those programs. Deputy Director Assmann reported that grant funding has been identified for two of the three program areas that were short of funding for Clean Transportation/Clean Air and Renewables. The remaining shortfall is in Climate and work is in progress to eliminate the gap. An additional area that funding is being sought for is the Biodiversity program.

**8. New Business/Future Agenda Items.** (Discussion) Commissioner King asked for a discussion and a list of services that the Department is mandated to do, but is not provided funding for. Commissioner Stephenson requested a presentation on the Urban Agriculture Plan. Ms. Fish confirmed with Commissioners and Deputy Director Assmann that a revision to the Committee schedule to change the Committee May, August and November meetings to the second Wednesday due to meeting room availability at City Hall, Room 421 would be acceptable. A Notice of Proposed Bylaws Amendment will be issued. Deputy Director Assmann reported on public accessibility issues for the meeting space at 1455 Market Street, 12<sup>th</sup> Floor, and the fee involved with the meeting space on the ground floor.

- 9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Anastasia Glikshtern discussed her opposition to the use of pesticides and herbicides in the City's Natural Areas program that is detrimental and toxic to the environment and asked that the Department of the Environment become involved. She reported on the banning of Milestone herbicide in New York and fines issued in France to Monsanto Corp., manufacturers of Roundup, for false advertising. Ms. Glikshtern reported that the Environmental Impact Report has cost the City more than a million dollars. She discussed the plan to cut down 3,500 trees in San Francisco and another 15,000 in Sharp Park.

- 10. Adjournment.** The Commission on the Environment Operations Committee meeting adjourned at 6:00 p.m.

\*\* Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) may be available on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes , (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org). The meeting audio can be reviewed at this website link by meeting date <http://www.sfenvironment.org/commission/audio>.

Respectfully submitted by,  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved: August 14, 2013







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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

08-08-13A11:01 RCV

**NOTICE OF MEETING AND AGENDA  
WEDNESDAY, AUGUST 14, 2013, 5:00 P.M.**

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**CITY HALL, ROOM 421  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

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COMMITTEE MEMBERS: Commissioners Angelo King (Chair) and Heather Stephenson

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the May 1, 2013 Operations Committee Meeting.** (Explanatory Document: May 1, 2013 Operations Committee Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Update on the Department of the Environment's Budget for Fiscal Year 2013-14.** Sponsor: Commissioner Angelo King, Speaker: Joseph Salem, Program Manager, Finance and Administration (10 minutes) (Informational Report and Discussion)
- 5. Review of the Department of the Environment's Process for Handling and Approving Grants.** (Explanatory Documents: Environmental Justice Grant Application Review Process and Zero Waste Grants Policy Matrix) Sponsor: Commissioner Angelo King; Speaker: Kevin Drew, Senior Residential and Special Projects Zero Waste Coordinator, Zero Waste Program (10 minutes) (Informational Report and Discussion)
- 6. Review and Selection of Commission on the Environment Operations Committee Accomplishments for 2013 for inclusion into the Commission's 2013 Annual Report.** (Explanatory Document: List of 2013 Commission and Committee Agenda Topics) (Discussion and Action)
- 7. New Business/Future Agenda Items.** (Discussion)



**8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

**9. Adjournment.**

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, November 13, 2013, 5:00 p.m., at City Hall, Room 421, San Francisco, CA 94102.

**\*\* Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or may be available at the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes.**

**Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

**Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these

individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: August 8, 2013







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A Department of the City and County of San Francisco



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**MEETING DRAFT MINUTES  
WEDNESDAY, AUGUST 14, 2013, 5:00 P.M.**

**CITY HALL, ROOM 421  
SAN FRANCISCO, CA 94102**

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**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair) and Heather Stephenson

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:15 p.m.  
Present: Commissioners King and Stephenson.
2. **Approval of Minutes of the May 1, 2013 Operations Committee Meeting.** (Explanatory Document: May 1, 2013 Operations Committee Meeting Draft Minutes) (Discussion and Action)  
  
Upon Motion by Commissioner Stephenson, second by Commissioner King, the May 1, 2013 Meeting Minutes were approved (AYES: Commissioners King and Stephenson).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Update on the Department of the Environment's Budget for Fiscal Year 2013-14.** (Explanatory Document: Budget Review Executive Summary and Recommendations of the Budget and Legislative Analyst) Sponsor: Commissioner Angelo King, Speaker: Joseph Salem, Program Manager, Finance and Administration (Informational Report and Discussion)

Commissioner King requested an update on Department programs that were reported to have shortfalls at the May 1, 2013 Operations Committee meeting. Mr. Joseph Salem reported on the Board of Supervisors approval of the Annual Appropriation Ordinance budget for the Department and changes that came about as part of the process. He presented the narrative from the Board of Supervisors that lists recommendations and reductions made in funding for the San Francisco Unified School District director position and Zero Waste program professional services. Grants that



the Department previously approved or multi-year grants previously accounted for are not part of the Annual Appropriation Ordinance explanatory document.

Mr. Salem reported that two of the program areas that were reported to have budget shortfalls as of the last reporting cycle in February for the Renewables and Clean Transportation sections have been closed due to new grants that were received. There is a shortfall that still exists in the Climate area that is being worked on, and there is one encouraging grant for biodiversity that falls under the Climate program.

Commissioner Stephenson inquired whether other departments cover the cost of the Sustainability Director. Mr. Salem reported that the Department has been funding fifty percent of the position costs and the School District the other half. Costs for the position have been increasing, and the Department was attempting to increase funding as a result.

**5. Review of the Department of the Environment's Process for Handling and Approving Grants.**

(Explanatory Documents: Environmental Justice Grant Application Review Process, Zero Waste Grants Policy Matrix, Request for Proposals for Zero Waste Projects and Scoring Sheets) Sponsor: Commissioner Angelo King; Speaker: Kevin Drew, Senior Residential and Special Projects Zero Waste Coordinator, Zero Waste Program (Informational Report and Discussion)

Commissioner King requested a report on the list of Department grantees, which program areas have funded grantees for the past three years, timelines for Request for Proposals (RFPs), and a presentation on the process and how selections are made. He discussed letters received from grantees that were not funded and the need for the Commission to stay informed in order to be responsive to communications received.

Ms. Shawn Rosenmoss, Department of the Environment Senior Environmental Specialist, Development and Community Partnerships, reported on her work streamlining the Department's grant-making process. She reported that for all Department grants to non-profit entities, a standard Request for Proposals (RFP) is issued listing specific goals and objectives for the particular program releasing the RFP. Programs that have released RFP's include Toxics Reduction, Zero Waste, the SF Carbon Fund and Environmental Justice. Ms. Rosenmoss articulated that this type of RFP is only for making grants to non-profits, and that all Departmental programs release RFP's to secure contractors who perform specific services related to Department work.

Before an RFP is issued, program staff determines the evaluation and scoring process for proposals received to ensure that applicants cover the information most vital to matching projects to the Department's goals. The draft RFP is reviewed and approved by both program and administration staff. A proposal Reading Committee is formed that consists of in-house and outside experts on program issues, as well as areas of non-profit program management. The Reading Committee uses the same scoring sheet for all proposals. The Reading Committee comes together to review, discuss and average scores. For applicants meeting the minimum required score, a second interview or site visit is scheduled. Each applicant is asked the same set of questions by a second review panel. Once grantees are selected, based on the final interviews, available grant funds are allocated among the grantees. All documents are public documents, and community organizations are urged to ask questions as to why they were or were not funded.

Mr. Kevin Drew reported on the increased outreach about the RFP that resulted in more proposals received, but that less funding was available due to budgetary constraints. Many new organizations with very good proposals applied for funding, which resulted in groups that had been funded many times before not being funded. Zero waste funding is based on tons diverted; however, program staff are thrilled that funded projects have so many co-benefits—such as job creation and youth development.

Ms. Rosenmoss reported on other RFP's such as the Environmental Justice Brownfields RFP that has been issued and the RFP using SF Carbon Fund dollars for carbon sequestration and mitigation projects. She reported that every City department that has travel by air is required to allocate some amount of the plane ticket costs into the SF Carbon Fund to offset the emissions of the travel that would be invested in local projects to sequester carbon and mitigate carbon emissions in San Francisco. The SF Carbon Fund has funded projects such as biodiesel, urban orchards and tree planting, many of which have co-benefits such as food security and bringing beautiful places for people to live in. Ms. Rosenmoss reported that auditors have reviewed the Department's grant process over the last twenty years and the process was changed as a result of recommendations made.

Commissioner Stephenson inquired if organizations know how they are being scored. Mr. Drew and Ms. Rosenmoss reported that the RFP includes a proposal template with clear information on what is being evaluated and the total number of points allocated to each component of the narrative. Mr. Drew referred Commissioners to the Zero Waste Matrix which summarizes the goals and objectives of the Zero Waste program and details appropriate types of activities and projects for funding.

Commissioner Stephenson inquired about how the impact of programs is being measured and communicated. Ms. Rosenmoss reported that the work plan submitted as a part of the proposal has goals, objectives, and project management plan. Once grants are awarded, projects report on progress toward the goals and objectives. Mr. Drew discussed how impacts are measured for Zero Waste projects by the amount of diversion and generation that is created and time spent. Commissioner Stephenson inquired if there is a way to communicate the co-benefits of a project. Ms. Rosenmoss reported that co-benefits cannot be ranked heavily in the Zero Waste grant making process but are recommended so that people can think of their project more broadly. These co-benefits are important for highlighting the economic and equity benefits of implementing smart environmental projects.

Commissioner King suggested that grant award recipients of \$50,000 or more provide a presentation of their project to the Commission. Mr. Drew discussed the outreach component in presentations to the Commission as a way to promote the Department's grant program. Ms. Rosenmoss reported that part of grantee requirements is to promote the Department of the Environment's name and provide recognition through signage, listing on their website, etc. Starting this fall, quarterly workshops will be held with grantees on targeted issues relevant to non-profit community based work with the Department and on capacity building.

Public Comment: Mr. Frank Mason discussed his philosophy of contract administration and project management for validating projects in order to make sure expectations have been met. He stated that he does not support the carbon fund fee on departments because of the restrictions it may impose on department operations. Ms. Rosenmoss explained that goals have been set for zero carbon, and that the carbon fund tax was established as one of the activities to reach the



goal. She stated that projects that funding was applied to can be accounted for. Mr. Mason stated that he is in favor of budget line items that costs can be directly identified for. He reported that the Urban Forest Master Plan does not show the true cost of carbon because it does not contain the life cycle cost of that tree and the cost to replace the concrete and the buckled sidewalks every four to seven years. He suggested that a complete life cycle cost study be accomplished of what is being saved and what the benefits are.

**6. Review and Selection of Commission on the Environment Operations Committee Accomplishments for 2013 for inclusion into the Commission's 2013 Annual Report.** (Explanatory Document: List of 2013 Commission and Committee Agenda Topics) (Discussion and Action)

Commissioners selected the Operations Committee work on review and approval of the Department's budget, the process for televising Commission on the Environment meetings on SFGTV public television station, process for holding community meetings, discussion on updating the City software for buying green products, and review of the Department process for handling grants as topics to include in the Commission's 2013 Annual Report.

**7. New Business/Future Agenda Items.** (Discussion) Commissioner Stephenson suggested that the Committee be provided with (1) a report on the plan for the public service announcement process for before and after meetings; (2) a presentation on Urban Agriculture once the Recreation and Park Department has issued a Plan in 2014; and (3) what percent of the Department's budget is allocated to unfunded mandates. Commissioner King stated especially for services performed for the City where there is no funding allocated to provide the service. Commissioner Stephenson cited an example of the Climate shortfall as a service being provided to the City that is part of an unfunded mandate. Commissioner King asked for a review of the Department of the Environment's process for handling and approving professional services contracts and advocating for City maintenance for new urban forest tree planting.

Public Comment: Mr. Frank Mason discussed the Department of Public Works planting new street trees without the required funding for maintenance and then discussing plans to relinquish maintenance to property owners. He discussed the importance of first having the financial ability before starting projects. Mr. Mason discussed the unimportance given to street trees in City budget discussions.

**8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

**9. Adjournment.** The Commission on the Environment Operations Committee meeting adjourned at 6:30 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, November 13, 2013, 5:00 p.m., at City Hall, Room 421, San Francisco, CA 94102.

\*\*Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) may be available on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes , (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org). The meeting audio can be reviewed at this website link by meeting date <http://www.sfenvironment.org/commission/audio>.

Respectfully submitted by,

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved:







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MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**MEETING APPROVED MINUTES  
WEDNESDAY, AUGUST 14, 2013, 5:00 P.M.**

**CITY HALL, ROOM 421  
SAN FRANCISCO, CA 94102**

**COMMITTEE MEMBERS:** Commissioners Angelo King (Chair) and Heather Stephenson

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:15 p.m.  
Present: Commissioners King and Stephenson.
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Mr. Kevin Drew reported on the increased outreach about the RFP that resulted in more proposals received, but that less funding was available due to budgetary constraints. Many new organizations with very good proposals applied for funding, which resulted in groups that had been funded many times before not being funded. Zero waste funding is based on tons diverted; however, program staff are thrilled that funded projects have so many co-benefits—such as job creation and youth development.

Ms. Rosenmoss reported on other RFP's such as the Environmental Justice Brownfields RFP that has been issued and the RFP using SF Carbon Fund dollars for carbon sequestration and mitigation projects. She reported that every City department that has travel by air is required to allocate some amount of the plane ticket costs into the SF Carbon Fund to offset the emissions of the travel that would be invested in local projects to sequester carbon and mitigate carbon emissions in San Francisco. The SF Carbon Fund has funded projects such as biodiesel, urban orchards and tree planting, many of which have co-benefits such as food security and bringing beautiful places for people to live in. Ms. Rosenmoss reported that auditors have reviewed the Department's grant process over the last twenty years and the process was changed as a result of recommendations made.

Commissioner Stephenson inquired if organizations know how they are being scored. Mr. Drew and Ms. Rosenmoss reported that the RFP includes a proposal template with clear information on what is being evaluated and the total number of points allocated to each component of the narrative. Mr. Drew referred Commissioners to the Zero Waste Matrix which summarizes the goals and objectives of the Zero Waste program and details appropriate types of activities and projects for funding.

Commissioner Stephenson inquired about how the impact of programs is being measured and communicated. Ms. Rosenmoss reported that the work plan submitted as a part of the proposal has goals, objectives, and project management plan. Once grants are awarded, projects report on progress toward the goals and objectives. Mr. Drew discussed how impacts are measured for Zero Waste projects by the amount of diversion and generation that is created and time spent. Commissioner Stephenson inquired if there is a way to communicate the co-benefits of a project. Ms. Rosenmoss reported that co-benefits cannot be ranked heavily in the Zero Waste grant making process but are recommended so that people can think of their project more broadly. These co-benefits are important for highlighting the economic and equity benefits of implementing smart environmental projects.

Commissioner King suggested that grant award recipients of \$50,000 or more provide a presentation of their project to the Commission. Mr. Drew discussed the outreach component in presentations to the Commission as a way to promote the Department's grant program. Ms. Rosenmoss reported that part of grantee requirements is to promote the Department of the Environment's name and provide recognition through signage, listing on their website, etc. Starting this fall, quarterly workshops will be held with grantees on targeted issues relevant to non-profit community based work with the Department and on capacity building.

Public Comment: Mr. Frank Mason discussed his philosophy of contract administration and project management for validating projects in order to make sure expectations have been met. He stated that he does not support the carbon fund fee on departments because of the restrictions it may impose on department operations. Ms. Rosenmoss explained that goals have been set for zero carbon, and that the carbon fund tax was established as one of the activities to reach the



goal. She stated that projects that funding was applied to can be accounted for. Mr. Mason stated that he is in favor of budget line items that costs can be directly identified for. He reported that the Urban Forest Master Plan does not show the true cost of carbon because it does not contain the life cycle cost of that tree and the cost to replace the concrete and the buckled sidewalks every four to seven years. He suggested that a complete life cycle cost study be accomplished of what is being saved and what the benefits are.

**6. Review and Selection of Commission on the Environment Operations Committee Accomplishments for 2013 for inclusion into the Commission's 2013 Annual Report.** (Explanatory Document: List of 2013 Commission and Committee Agenda Topics) (Discussion and Action)

Commissioners selected the Operations Committee work on review and approval of the Department's budget, the process for televising Commission on the Environment meetings on SFGTV public television station, process for holding community meetings, discussion on updating the City software for buying green products, and review of the Department process for handling grants as topics to include in the Commission's 2013 Annual Report.

**7. New Business/Future Agenda Items.** (Discussion) Commissioner Stephenson suggested that the Committee be provided with (1) a report on the plan for the public service announcement process for before and after meetings; (2) a presentation on Urban Agriculture once the Recreation and Park Department has issued a Plan in 2014; and (3) what percent of the Department's budget is allocated to unfunded mandates. Commissioner King stated especially for services performed for the City where there is no funding allocated to provide the service. Commissioner Stephenson cited an example of the Climate shortfall as a service being provided to the City that is part of an unfunded mandate. Commissioner King asked for a review of the Department of the Environment's process for handling and approving professional services contracts and advocating for City maintenance for new urban forest tree planting.

Public Comment: Mr. Frank Mason discussed the Department of Public Works planting new street trees without the required funding for maintenance and then discussing plans to relinquish maintenance to property owners. He discussed the importance of first having the financial ability before starting projects. Mr. Mason discussed the unimportance given to street trees in City budget discussions.

**8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

**9. Adjournment.** The Commission on the Environment Operations Committee meeting adjourned at 6:30 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, November 13, 2013, 5:00 p.m., at City Hall, Room 421, San Francisco, CA 94102.

Commission on the Environment Operations Committee Meeting

August 14, 2013 Approved Minutes

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\*\*Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) may be available on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes , (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org). The meeting audio can be reviewed at this website link by meeting date <http://www.sfenvironment.org/commission/audio>.

Respectfully submitted by,

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

Approved: November 13, 2013







**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

11-04-13P12:15 RCVD

**NOTICE OF MEETING AND AGENDA  
WEDNESDAY, NOVEMBER 13, 2013, 5:00 P.M.**

GOVERNMENT  
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NOV - 4 2013

**CITY HALL, ROOM 421  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

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COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Heather Stephenson, Sarah Wan

**ORDER OF BUSINESS**

**Public comment will be taken before the Committee takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the August 14, 2013 Operations Committee Meeting.** (Explanatory Document: August 14, 2013 Operations Committee Meeting Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Public Hearing on Green Purchasing Regulations (Precautionary Purchasing Ordinance).** (Explanatory Documents: Public Hearing Notice and Green Purchasing Regulations) Sponsor: Melanie Nutter, Director; Speaker: Jessian Choy, City Toxics Reduction Specialist (10 minutes) (Public Hearing, Information and Discussion)
- 5. Discussion on the Department of the Environment's Fiscal Year 2014-15 Budget and Process Including Unfunded Mandates.** Sponsor and Speakers: Commissioner Angelo King and David Assmann, Deputy Director. (Informational Report and Discussion) (15 minutes)
- 6. Future Operational Organization for the Department of the Environment.** Sponsor and Speaker: David Assmann, Deputy Director (15 minutes) (Informational Report and Discussion)
- 7. New Business/Future Agenda Items.** (Discussion)



**8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

**9. Adjournment.**

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, February 12, 2014, 5:00 p.m., at City Hall, Room 421, San Francisco, CA 94102.

**\*\* Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m. A photo ID is required for access to the building. (2) on the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or may be available at the Operations Committee meeting website <http://www.sfenvironment.org/commission/agendas> as attachments with each agenda or meeting minutes.**

**Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

**Disability Access**

The Commission on the Environment Operations Committee Meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other

attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices. NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: November 4, 2013







**SF Environment**

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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**DRAFT MINUTES  
WEDNESDAY, NOVEMBER 13, 2013, 5:00 P.M.**

**CITY HALL, ROOM 421  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

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NOV 26 2013

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COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Heather Stephenson, Sarah Wan

**ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The Operations Committee meeting convened at 5:01 p.m. Present: Commissioners King, Stephenson and Wan.
2. **Approval of Minutes of the August 14, 2013 Operations Committee Meeting.** (Explanatory Document: August 14, 2013 Operations Committee Meeting Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Stephenson, second by Commissioner King, the August 14, 2013 Meeting Minutes were approved without objection (AYES: Commissioners King, Stephenson, and Wan).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Public Hearing on Green Purchasing Regulations (Precautionary Purchasing Ordinance).** (Explanatory Documents: Green Purchasing Regulations Presentation, Public Hearing Notice and Green Purchasing Regulations) Sponsor: Melanie Nutter, Director; Speaker: Jessian Choy, City Toxics Reduction Specialist (Public Hearing, Information and Discussion)

Ms. Jessian Choy provided an overview of the proposed Green Purchasing Regulations and background information on the Precautionary Purchasing Principle. She reported that City staff



are required to use less-toxic green products that can be found at [www.sfapproved.org](http://www.sfapproved.org) that includes a list of 1000 less toxic green products. Department of the Environment staff are compiling existing purchasing requirements into Green Purchasing Regulations for specifications in current or pending contracts. Ms. Choy discussed City green purchasing requirements by product category covering (1) biodegradable and compostable products and proper usage; (2) specifications for purchase of less toxic and energy-efficient computers; (3) adverse health effects of certain cleaners and alternative products to use; and, (4) lighting.

Commissioners and Department staff discussed (1) differences between degradable and biodegradable products and labeling of products; (2) availability of LED lighting products for purchase in the marketplace and cost savings achieved; (3) enforcement and tracking mechanisms; (4) Department purchasing standards; (5) feedback mechanisms from departments; (6) creating a comprehensive green purchasing inventory system; (7) outreach mechanisms to City departments; and (8) green specifications in contracts and the role of the Office of Contract Administration.

Ms. Julie Bryant, Zero Waste Program staff, reported on companies that are certifying compostable products, labeling of products, and simplicity of purchasing through contracts.

Ms. Mei Ling Hui, Toxics Reduction Program staff, reported on adverse environmental and health issues caused by triclosan, an ingredient found in hand sanitizers, hand and dish soap.

**5. Discussion on the Department of the Environment's Fiscal Year 2014-15 Budget and Process Including Unfunded Mandates.** (Explanatory Documents: Budget Report and Grant Detail Report) Sponsor and Speakers: Commissioner Angelo King and David Assmann, Deputy Director. (Informational Report and Discussion)

Deputy Director Assmann provided a Department budget report through September 30, 2013 on Department projects by program area. Topics discussed included source of funding for each program area, budget shortfalls in the areas of Clean Transportation, Energy, Climate, Biodiversity, and plans to request General Fund money for implementation of the Healthy Air and Clean Transportation Ordinance, an unfunded mandate. He explained that funding shortages in the Clean Transportation program are in the areas of electric vehicle infrastructure, alternative fuels, and implementation of the Healthy Air and Clean Transportation Ordinance. Commissioner King discussed the possibility of supporting a Resolution asking that General Fund money be allocated to this program.

Deputy Director Assmann explained that the Environmental Justice program would need to identify additional funds in 2015 as grant funding will end, and additional funding is being requested for the Urban Forest program from other City departments. He reported on restrictions on the use of Impound Account money to projects related only to Zero Waste, Toxics Reduction, Green Building and Environmental Justice and the need to identify resources for program outreach in the areas of Clean Transportation, Energy and Climate. Commissioner Stephenson asked that the next budget report list the program area, program fees, staff assigned to the project, and source of funding.

Public Comment: Ms. Rose Hillson suggested that the Budget Report handout incorporate budget appropriation ordinance figures through June 30, 2015 in a separate column. Deputy Director Assmann explained that the Budget Report represents the first three months of the current fiscal year July through September, and that the \$600,000 figure is a projected deficit for the 2014-15 Fiscal Year. A budget report for Fiscal Year 2014-15 will be prepared that shows the potential shortfall and will be made available.

6. **Future Operational Organization for the Department of the Environment.** Sponsor and Speaker: David Assmann, Deputy Director (Informational Report and Discussion)

Deputy Director Assmann reported on his plans for retirement on June 30, 2014 and establishing a succession plan. Commissioners congratulated Deputy Director Assmann and discussed future work of the Department, the status of the Operations Committee, and a succession plan.

7. **New Business/Future Agenda Items.** (Discussion)

Commissioner Stephenson requested a discussion on composting and recycling in public parks and public spaces. Deputy Director Assmann and Commissioners discussed the timeframe for Commission and Committee review and approval of the budget at the January and February meetings before it is submitted to the Mayor's Office on February 21, 2014. It was suggested that the Commission review the budget at its January 2014 meeting, and that the Operations Committee review and approve the final budget at its February 2014 meeting. Deputy Director Assmann reported that he would send revenue and salary needs to Committee members in the next two weeks.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Operations Committee meeting adjourned at 6:27 p.m.

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California between the hours of 9 a.m. and 5 p.m. A photo I.D. is required for entry to the building. (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org). For an audio recording of Commission meetings, access this link <http://www.sfenvironment.org/commission/audio> and select the meeting date.*

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved:







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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE**

**APPROVED MINUTES  
WEDNESDAY, NOVEMBER 13, 2013, 5:00 P.M.**

**CITY HALL, ROOM 421  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

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**FEB 20 2014**

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COMMITTEE MEMBERS: Commissioners Angelo King (Chair), Heather Stephenson, Sarah Wan

**ORDER OF BUSINESS**

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Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved: February 19, 2014















